



DEPARTMENT OF SUSTAINABLE DEVELOPMENT
Sign Review Application
(Separate from Site Plan)

PROJECT NAME: _____
PROJECT LOCATION: _____
CURRENT ZONING: _____ EXISTING USE: _____

DESCRIBE IN DETAIL APPLICATION REQUEST

AGENT/CONTACT: _____ PHONE NO. _____ FAX NO. _____
ADDRESS: _____
E-MAIL ADDRESS: _____

NOTE: ATTACH COPY OF AGENT LETTER

OWNER'S NAME _____ PHONE NO. _____
ADDRESS: _____

FEES:

- A MASTER/UNIFORM SIGN PLAN APPLICATION REQUIRING PLANNING AND ZONING BOARD APPROVAL: **\$500.00**
- A MASTER/UNIFORM SIGN PLAN REQUIRING ADMINISTRATIVE REVIEW **\$300.00**

PLEASE ENSURE APPLICATION IS COMPLETED IN ITS ENTIRETY PRIOR TO SUBMISSION



OWNERSHIP CERTIFICATION /AGENT LETTERS

All applicants must provide proof of ownership of the subject property for development or modification at the time of submittal. If an applicant is other than the owner, the applicant must also provide an agent letter authorizing the agent to represent the property owner at the time of submittal. The following is a list of requirements that must be included with proof of ownership/agent letters:

1. Legal description of property.
2. Property tax folio number.
3. Effective date of ownership of property.
4. Copy of Warranty Deed.
5. Description of developer interest, if different than owner.
6. Copy of executed contract of sale and purchase.
7. Owner's name, address, telephone number, fax number, and email.
8. Agent's name, address, telephone number, fax number, and email.
9. Agent's authorization from owner to submit specific action (site plan, plat, etc.)
10. Names, addresses, telephone numbers and fax numbers of all firms involved in the application process including attorneys, engineers, architects, etc.

NOTE: Owner must attest to ownership and his/her notarized signature must be included on ownership certification/agent letters.

The application may not proceed to the Planning and Zoning Board meeting if the above information is not provided to the Department of Sustainable Development one week prior to the scheduled meeting date.



GUIDELINES FOR SIGN REVIEW APPROVAL:

1. The applicant may schedule a pre-application conference with staff prior to submittal. Please call 954-973-6756 for an appointment.
2. In addition to the attached application, a written justification statement addressing each of the following standards, as established in the City's Land Development Code, Section 13-456 "Regulations For the Use and Control of Signs," is required:

Sec. 13-456 Regulations For the Use and Control of Signs

The purpose of this subdivision is to create the framework for a comprehensive and balanced system of sign control, thereby facilitating clear and attractive communication between people and their environment. It is the purpose of this subdivision to control those signs which are intended to communicate to the off-premises general public and to authorize the use of signs which are:

- (1) Compatible with their surroundings.*
 - (2) Expressive of the identity of individual proprietors or of the community as a whole.*
 - (3) Legible under the circumstances in which they are seen.*
 - (4) Conducive to promoting traffic safety by preventing visual distraction and providing clear direction.*
 - (5) Provide for the aesthetic appearance of the community and consistency with architecture.*
 - (6) Effectively and efficiently communicate the intent and nature of the City's business community.*
3. DRC comments will be emailed to the applicant approximately two weeks after the application is accepted. The applicant is required to provide written responses to each comment in the format emailed and revise plans accordingly within one week.



SUBMITTAL REQUIREMENTS

The Sign Review Application must include **3 sets** of the submittal. Each set of the submittal must be saved onto a compact disc.

Each disc must be identical and include required application materials in pdf format. Pdf files should be organized in two folders with the titles as described below:

Folder #1: Project Name and Application Type (e.g. *'Creek Homes Sign Review'*)

Pdf files located in Folder #1:

- Completed Application
- Involved Parties List
- Ownership Certification Documents
- Agent Letters
- Letter Detailing Proposed Sign Project
- Justification Responses Addressing Code Standards 1-6 as found in Land Development Code Section 13-456 (see page 3 of application instructions)

Folder #2: Project Name and Plans (e.g. *'Creek Homes Sign Plans'*)

Pdf files located in Folder #2:

- Site Plan showing Location of Proposed Sign(s)
- Sign Details specifying Materials, Colors and Dimensions
- Building Elevations showing Proposed Sign(s) (as needed)
- Landscape Plans (as needed)

Note: Each pdf within Folder #2 should be named to identify its contents (e.g. Pdf of landscape plans should be named 'Landscape Plans')

Re-submittals: City staff will advise applicant on re-submittal procedures and deadlines as needed.