



Master Sign Plan Program Approval Checklist

Instructions to Applicant:

Answer all questions completely.

A filing fee in the amount of \$2000 must accompany this application.

Provide required attachments (warranty deed, survey, and plans) as shown on the attached checklist.

GENERAL REQUIREMENTS

1. Application Review Fee.
2. Completed application signed by owner and applicant. **Agent's authorization or power of attorney must be attached if applicant is other than owner.**
3. Project Narrative
4. Copy of the Warranty Deed.

SURVEY

SURVEY (to include):

- a. Submit five (5) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy.
- b. Survey signed and sealed, (not more than a year old) and legal description of the property, including any and all easements of record (referenced by Official Records (OR) Book and page) prepared by a surveyor registered in the State of Florida.
- c. Existing streets and roadway improvements (medians, landscaping, signage, driveways, etc.) within 100' of project boundary.
- d. Existing trees identified by caliper and species.

SITE PLAN

SITE PLAN (to include):

- a. Submit five (5) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy.
- b. Project name, date, scale, north arrow, and revision dates on each drawing.
- c. Manual Signature and Seal of a Florida Registered Professional.
- d. Location Map – clearly showing the location of the property in relation to existing roads and landmarks.

- e. Tabular and Plan Project Data to include the following information:
 - i. General Information
 - 1. Project Name
 - 2. Location (address and/or legal description)
 - 3. Property Owner, Applicant, Architect and/or Engineer
 - ii. Intensity and Density
 - 1. Site area in acres and square footage
 - 2. Existing and proposed Land Use Classifications
 - 3. Existing and proposed Zoning District designations
 - iii. Vehicular Access
 - 1. Existing and proposed public and private streets
 - 2. Proposed access points to internal and peripheral streets
 - iv. Building Massing & Height
 - 1. Provide building location including minimum setbacks. Build to lines, step backs and minimum and maximum height allowed and proposed.
 - v. Landscape & Open Space Areas
 - 1. Proposed or existing locations of landscape areas

PLANS/DRAWINGS/ILLUSTRATIONS

PLANS/DRAWINGS/ILLUSTRATIONS (to include):

- a. Document depicting all **monument** signage, dimensions, square footage, landscaping details, location, setbacks, foundation and sign materials, color, and copy.
- b. Document depicting all **wall** signage, with dimensions, square footage, location on the building façade, flush mounting or projecting, illumination (if any), sign material, color, and copy.
- c. Document depicting **all other** signage, with dimensions, square footage, location and setback, material types, illumination, color, and copy.

PLAN REVISIONS

- 1. If revisions to the plans previously submitted are required during the application review process, the petitioner shall submit the same number of plans as required for application submittal.
 - a. Submit five (5) copies 24" x 36", one (1) set 11" x 17", and one (1) Electronic Digital Copy.