



## Master Sign Plan Program Approval Checklist

### Instructions to Applicant:

Answer all questions completely.

A filing fee in the amount of \$800 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.