



Permit # _____

WALL SIGN PERMIT WORKSHEET

MINIMUM PLAN REQUIREMENT
(Completed by applicant)

REQUIREMENT MET
(Determined by staff)

Scale Drawing

Notarized Owner's Authorization Letter

Business Tax Receipt (formerly Occupational License)

Primary Façade Size (square feet) _____ = Length _____ X Height _____

Primary Sign Area (square feet) _____ = Length _____ X Height _____

Secondary Copy (percentage) _____ = Length _____ X Height _____ ÷ Primary Sign Area X 100
(Maximum of 30% of the sign area may be devoted to product advertising, service advertising, price advertising, or changeable copy)

Secondary Sign Area (square feet) _____ = 75% of Primary Sign Area or Average of both signs
(Only allowed on corner properties/double frontages)

Secondary Sign's Secondary Copy (percentage) _____ = Length _____ X Height _____ ÷ Secondary Sign Area X 100
(Maximum of 30% of the sign area may be devoted to product advertising, service advertising, price advertising, or changeable copy)



Permit # _____

POLE & GROUND SIGN PERMIT WORKSHEET

MINIMUM PLAN REQUIREMENT

(Completed by applicant)

REQUIREMENT MET

(Determined by staff)

Scale Drawing

Survey or Plot Plan

Setbacks must be indicated and the survey or plot plan must be to scale.

Notarized Owner's Authorization Letter

Business Tax Receipt (formerly Occupational License)

Type of Roadway _____

Major roadways: U.S. 1 (North Federal Highway), North Dixie Highway, North Andrews Avenue, NW 9 Avenue (Powerline Road), NW 31 Avenue, NE 62 Street (Commercial Boulevard), Prospect Road (from North Dixie Highway to NW 10 Terrace) and Oakland Park Boulevard, **all other streets are considered local roadways.**

Principal Frontage (feet) _____

The frontages of corner properties are not added together. Principal frontage is the greater of two (2) frontages of a corner site when both intersecting roads are major roadways or when both intersecting roads are local roadways; or the frontage of a corner site on a major roadway when the second frontage is on a local roadway.

Sign Height (feet) _____

Measured from the elevation of the sidewalk adjacent to the frontage to the top of the sign, if no sidewalk exists, height shall be measured from the crown of the road at its closest point to the sign location. **This must be shown on the sign detail.**



POLE & GROUND SIGN PERMIT WORKSHEET (CONTINUED)

MINIMUM PLAN REQUIREMENT
 (Completed by applicant)

REQUIREMENT MET
 (Determined by staff)

Sign Setback (feet) _____

5 feet from the right-of-way and 5 feet from the side property line except in zoning districts which permit a zero side setback, then the setback from the side property line may be zero. **If located within 10 feet of a right-of-way or within an otherwise required clear vision triangle the sign shall have a minimum clearance of 9 feet measured from finished grade of the property to the bottom of the sign.**

Primary Sign Area (square feet) _____ = Length _____ X Height _____

Secondary Copy (percentage) _____ = Length _____ X Height _____ ÷ Primary Sign Area X 100

Maximum of 30% of the sign area may be devoted to product advertising, service advertising, price advertising, or changeable copy. Multi-tenant signs must have a minimum of 20% of the sign area devoted to the name of the center.

Secondary Sign Area (square feet) _____ = Length _____ X Height _____

Only allowed on corner properties/double frontages

Secondary Sign's Secondary Copy (percentage) _____ = Length _____ X Height _____ ÷ Secondary Sign Area X 100

Maximum of 30% of the sign area may be devoted to product advertising, service advertising, price advertising, or changeable copy



Permit # _____

WINDOW SIGN PERMIT WORKSHEET

MINIMUM PLAN REQUIREMENT

(Completed by applicant)

REQUIREMENT MET

(Determined by staff)

Scale Drawing

Notarized Owner's Authorization Letter

Window #1 Area (square feet) _____ = Length _____ X Height _____

Window #1 Maximum Sign Area (square feet) _____ = Window #1 Area X 15%
 (Window signs may not exceed a total of 15% of the window in which they are located)

Window #1 Sign #1 (square feet) _____ = Length _____ X Height _____

Window #1 Sign #2 (square feet) _____ = Length _____ X Height _____

Total Sign Area for Window #1 _____ = Sign #1 _____ + Sign #2 _____

Window #2 Area (square feet) _____ = Length _____ X Height _____

Window #2 Maximum Sign Area (square feet) _____ = Window #2 Area X 15%
 (Window signs may not exceed a total of 15% of the window in which they are located)

Window #2 Sign #1 (square feet) _____ = Length _____ X Height _____

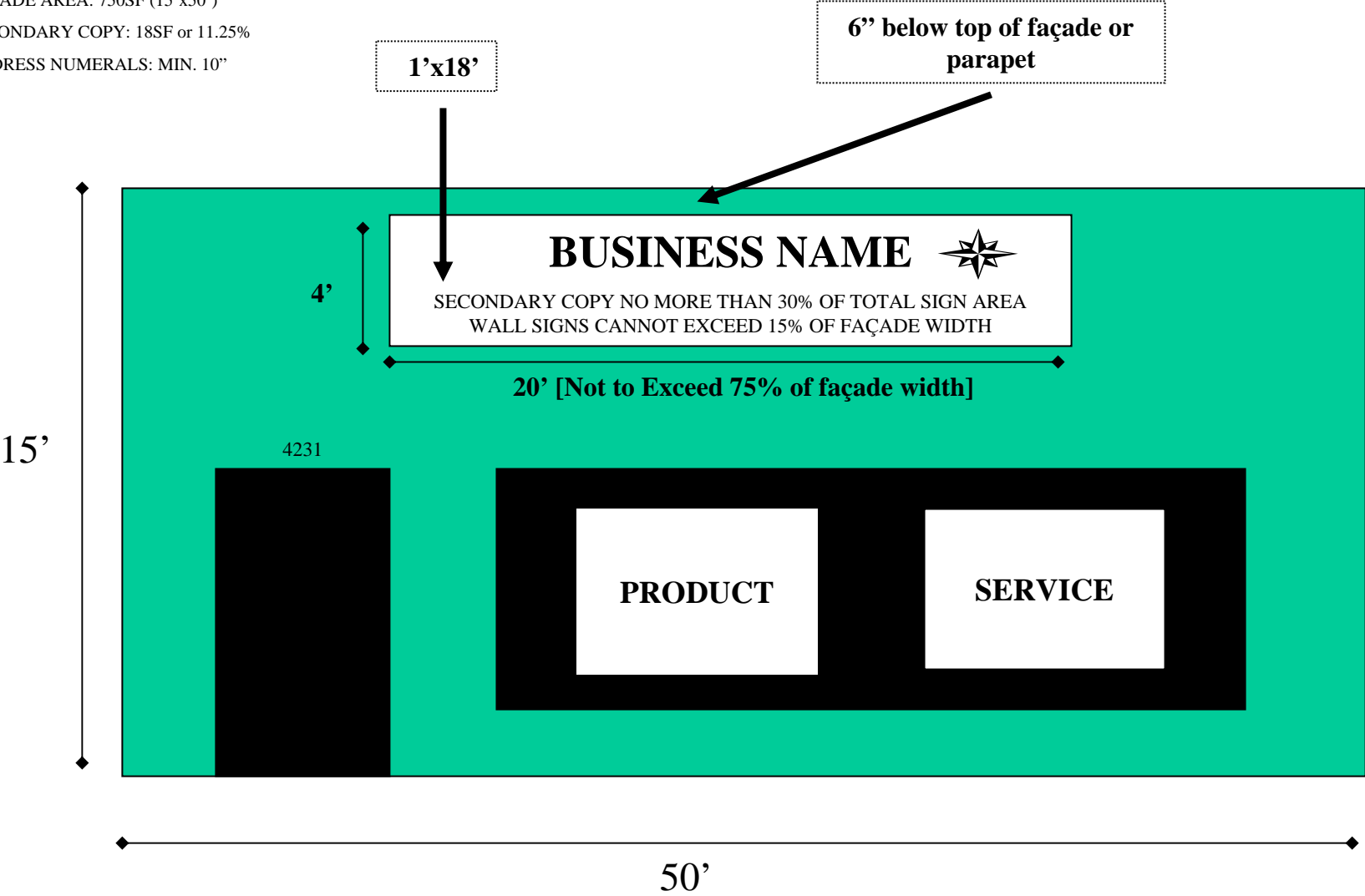
Window #2 Sign #2 (square feet) _____ = Length _____ X Height _____

Total Sign Area for Window #1 _____ = Sign #1 _____ + Sign #2 _____

Sign Guide Figure 1: Wall Sign Example

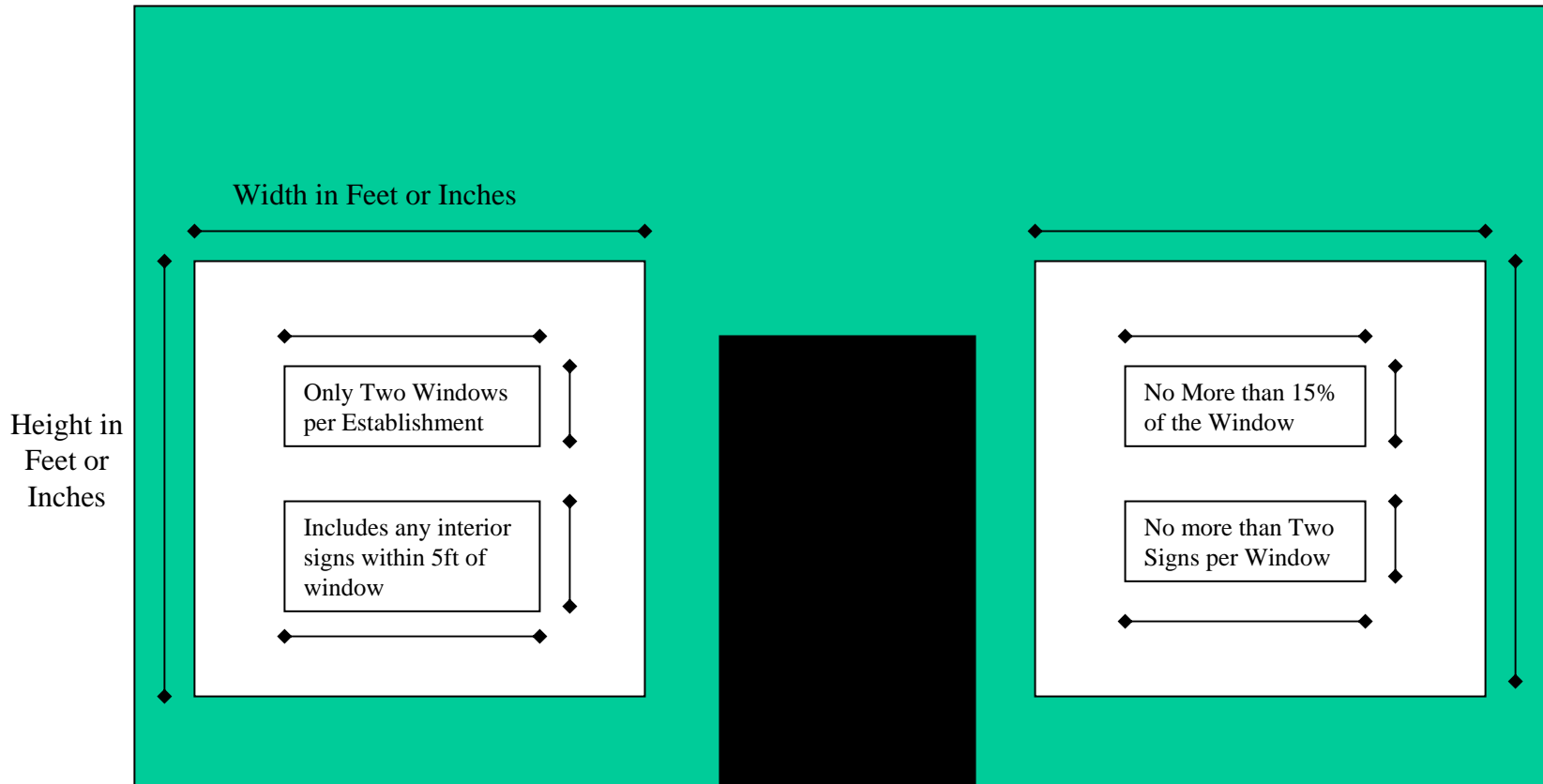
SIGN CALCULATIONS

SIGN AREA: 80SF (10.6% OF FAÇADE)
FAÇADE AREA: 750SF (15'x50')
SECONDARY COPY: 18SF or 11.25%
ADDRESS NUMERALS: MIN. 10"



SCALE: N.T.S.

Sign Guide Figure 2: Window Sign Example



**Provide the width and height of all windows and window signs in feet or inches.