Development Services Department
1515 NW 167th Street, Bldg.5, Suite 200
Miami Gardens, Florida 33169
Phone: (305) 622-8023
Fax: (305) 622- 8857
www.miamigardens-fl.gov

OFFICE USE ONLY

Date Received: _____

Master Process No. _____

SIGN PLAN APPLICATION

TYPE OF APPLICATION:

☐ Sign Plan - Single Use
☐ Modification Sign Plan - Single Use
☐ Multi-Use / Multi-Tenant Sign Plan (less than 200 ft frontage)
☐ Multi-Use / Multi-Tenant Sign Plan (greater than 200 ft frontage)
☐ Modification of Multi-Use / Multi-Tenant Sign Plan
☐ Other

Office Use Only

APPLICANT INFORMATION:

Name of Applicant:_____

Mailing Address:_____

City:_____ State:_____ Zip:_____ Phone#:_____

Fax: _____ Email: _____

PROPERTY'S OWNER INFORMATION:

Owner's Name (Provide name of ALL owners):_____

Mailing Address:_____

City:_____ State:_____ Zip:_____ Phone#:_____

Fax: _____ Email: _____

BUSINESS INFORMATION:

Business Name:_____

Mailing Address:_____

City:_____ State:_____ Zip:_____ Phone#:_____

Fax: _____ Email: _____

OTHER INFORMATION:

1. FOLIO Number(s) of property: _____

_____

2. Is this application a result of a violation notice? ☐ no ☐ yes. If yes, explain and attach copy of violation: _____

3. Scope/Description of Work: _____

_____

_____

SUBMITTAL CHECKLIST

The following items must be submitted with this application:

Required	***Provided***	***Description***
☐	☐	**Application** -Application – two (2) copies – completed and executed.
☐	☐	**Survey or Site Plan** – one (1) copy – depicting all improvements and structures on the property, with legal description in legible form.
☐	☐	**Legal Description** – on CD in Word format.
☐	☐	**Plans/Drawings/Illustrations** – four (4) copies depicting all **monument** signage, dimensions, square footage, landscaping details, location and setback, foundation and sign materials, color, and copy (if known).
☐	☐	**Plans/Drawings/Illustrations** – four (4) copies depicting all **wall** signage, with dimensions, square footage, location on building façade, flush mounting or projecting, illumination(if any), sign material, color, and copy (if known)..
☐	☐	**Plans/Drawings/Illustrations** – four (4) copies depicting all **other** signage, with dimensions, square footage, location and setback, material types, illumination, color, and copy.
☐	☐	**Letter** - Approval letter from Association (if necessary) – one (1) original copy.
☐	☐	**Supplement Ownership Affidavit**
☐	☐	**Fees**

FEE SCHEDULE

The following fees apply to this application:

Description	***Fee***	***Applicable***
Sign Plan - Single Use	$250.00	_____
Modification Sign Plan - Single Use	$100.00	_____
Multi-Use / Multi-Tenant Sign Plan (less than 200 ft frontage)	$500.00	_____
Multi-Use / Multi-Tenant Sign Plan (greater than 200 ft frontage)	$750.00	_____
Modification of Multi-Use / Multi-Tenant Sign Plan	$250.00	_____
Miscellaneous Sign Fee	$150.00	_____
Subtotal		_____
Less discount of 40% (until 02/13/2011)		_____
Subtotal		_____
Surcharge of 15%		_____
Grand Total		_____

NOTE: Please make all checks payable to 'City of Miami Gardens' / Cash, Credit or Debit accepted

OWNERSHIP AFFIDAVIT

STATE OF _____

COUNTY OF _____

Before me, the undersigned authority, personally appeared_____, hereinafter the Affiant, who being first duly sworn by me, on oath, deposes and says:

1. ☐ Affiant(s) is the fee owner of the property that is the subject of this application.
   ☐ Affiant(s) is the president, vice-president or CEO of the Corporation.
2. The subject property is located at:
   _____
3. Affiant(s) is legally authorized to file this application.
4. Affiant(s) hereby authorize _____, herein referred to as the "applicant" to file for and obtain said sign permit type, herein described in this application.
5. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning approval.

Owner:

_____
Affiant's signature

_____
Print Name

Sworn to and subscribed before me on the _____ day of _____20 ____.

Affiant is personally known to me or has produced _____ as identification.

Notary

(Stamp/Seal)

Commission Expires

SUPPLEMENT OWNERSHIP AFFIDAVIT

In accordance to Section VIII(F) of City of Miami Gardens Sign Regulations:

"Multi-tenant Sign Plan Compliance. *When sign plan is required for multi-tenant development, and an individual sign owner(s) seeks a sign permit for any type of permanent sign, the property owner shall file a sign plan with the City in accordance to the provisions set forth in this Schedule within sixty (60) days of sign permit being filed. Failure to file such sign plan within the prescribed time frame, shall be a violation of this Schedule by the property owner. The City may review the individual sign permit(s) and issue a permit as warranted to individual sign owner(s), and shall require future sign permits on same property to be in compliance with the criteria set forth in this Schedule herein for sign plan review, and subject to sign permits approved on the property. "*

The affiant(s) acknowledges that in executing this Supplement Ownership Affidavit that authorization is hereby granted to _____, herein referred to as the "applicant", to file this sign plan permit under the provisions of Section VIII(F), described above, and further acknowledges that the approval of this sign plan permit for the applicant shall establish the design standards and criteria for the sign plan of which all future signage will have to comply in accordance with the City's Sign Regulations.

The affiant(s) hereby acknowledges the provisions of Section VIII(F); and authorization is hereby granted to the applicant to file for this sign plan permit accordingly;

STATE OF _____

COUNTY OF _____;_____

Before me, the undersigned authority, personally appeared_____, hereinafter the Affiant, who being first duly sworn by me, on oath, deposes and says:

1. ☐ Affiant(s) is the fee owner of the property that is the subject of this application.
   ☐ Affiant(s) is the president, vice-president or CEO of the Corporation.
2. The subject property is located at: _____
3. Affiant(s) is legally authorized to file this application.
4. Affiant(s) hereby authorize _____, herein referred to as the "applicant" to file for and obtain said sign permit type, herein described in this application.
5. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning approval.

<u>Owner</u>:

_____
Affiant's signature

_____
Print Name

Sworn to and subscribed before me on the _____ day of _____20 ____.

Affiant is personally known to me or has produced _____ as identification. _____

Notary

(Stamp/Seal)

Commission Expires

. SIGN PLAN REQUIRED (SECTION VII)

Definition: Sign plan. A set of plans depicting the proposed aesthetics, creative, and dimensional standards for all signage within the property. Such plan shall be in compliance with the regulations contained herein.

(A) **Purpose.** The purpose of a Sign Plan is to encourage diversity, creativity, uniformity of all signs for more aesthetically pleasing development. Signage shall be in compliance with an approved Sign Plan. Owners, or their authorized designee shall submit a proposed Sign Plan in an application form approved by the City, with established fees, to the Director.

(B) **Approval Required.** Unless otherwise provided in this Schedule, approval of a Sign Plan by the City shall be required prior to the issuance of a sign permit to install, alter, erect, construct, post, paint, maintain, or relocate any sign.

(C) **Sign Plan Inclusions.** The Sign Plan shall include all signs to be installed within the property, including any out parcels to be and/or developed sharing common driveways and parking, and shall indicate, but not limited to, the following:

1. Location/placement of all monument, freestanding directional/information, and wall signs, window signs, including but not limited, to setback dimensions from property lines, spacing, etc.
2. Size of each sign, indicating, but not limited to sign area, height, dimensions, area of changeable copy.
3. Sign copy for each sign, including but not limited to logos, trademarks etc.
4. Type of sign, including, but not limited to the type of lettering i.e. channel letters or cabinet style, color, materials, changeable copy area, etc.
5. Type and manner of illumination.
6. Landscape plan indicating plant material and ground cover.

(D) **Sign Plan Criteria.** In reviewing the sign plan the Director shall determine if the following criteria has been met:

7. That the signage for the project is in keeping with the overall architecture and character of the building development, etc.
8. That the signage for the project is designed to meet the directional needs of the project for communication, identification, way finding, regulatory and informational messages in keeping with the overall architectural theme of the development or project.
9. That the signage proposed is legible, conspicuous and easily readable.
10. That the visibility and impact of the type of sign, number of signs, design, size, method of, construction, illumination and location of the proposed signs are in compliance with the minimum standards of this Schedule, and does not adversely impact adjoining properties, or create a hazard of health risk.
11. That the proposed signage is consistent and not in conflict with the intent and interests of the City of Miami Gardens, as stated in the policy adopting this code.

(E) **Appeals.** In the event a sign plan is denied the decision may be appealed to the City Council. Such appeal shall be submitted on a form approved by the City and accompanied with the established fee.

- **NONCONFORMING SIGNS / AMORTIZATION (SECTION VIII)**

Any lawful permanent sign installed, erected, prior to the adoption of this Schedule that does not comply with the regulations set forth herein, shall be removed or altered to comply with the applicable regulations of this Schedule within five (5) years of the date of adoption of this Schedule.

(F) **Amortization of Non-conformities.** Legally existing signs that become non-conforming as of the effective date of the adoption of this Schedule shall maintain legally non-conforming status for a period of five (5) years, with exceptions as herein contained. At which time all signs not in compliance shall become illegal signs. It shall be unlawful for any sign owner not to be in compliance with the following amortization provisions, with exceptions as herein contained:

12. Within two (2) years of the effective date of this Schedule, all owners of legally nonconforming signs are required to prepare and submit to the City a proposed Sign Plan in accordance to regulations herein.

13. Within three (3) years of the effective date of this Schedule, all owners of legally nonconforming signs are required to have an approved Sign Plan in compliance with this Schedule.

14. Within five (5) years of the effective date of this Schedule, all legally nonconforming signs and their supporting members shall be altered, and/or removed from the property.

15. The City may deny the issuance of any licenses, permits, certificates of use, etc. to an owner if it is determined that the amortization schedule is not being complied with.

(G) **Exception for Window Signs.** Window signs shall be in compliance with the provisions set forth in this Schedule as outlined in the amortization schedule below:

16. An owner of a window sign shall submit a window sign plan, consistent and in compliance with the provisions of submitting a sign plan within ninety (90) days of adoption of this Schedule.

17. Window signs shall be in compliance with the provisions of this Schedule within one hundred eighty (180) days of the adoption of this Schedule.

(H) **Exception for Temporary Signs.** All legally existing temporary signs shall be in compliance with the provisions of this Schedule within ninety (90) days of adoption of this Schedule.

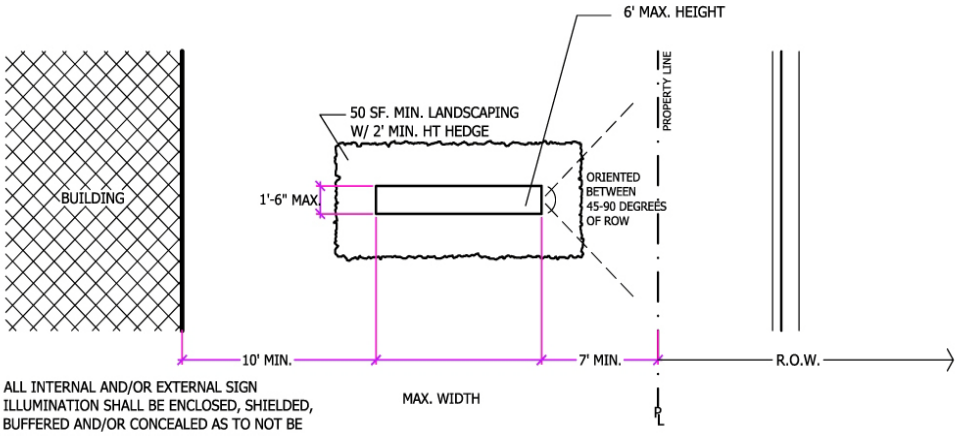
(I) **Exception for Billboards.** This amortization period shall not apply to billboard (Class C in the Miami-Dade County Code) signs that were lawfully erected on the date of adoption of this code. These signs shall be permitted as legally nonconforming signs. Said signs shall be subject to below provisions regarding Maintenance and Repair of Nonconforming Signs.

(J) **Sign Plan Compliance.** In addition to the amortization provisions herein, whenever a sign owner desires to replace, alter, relocate a sign on a property, and/or the repair and maintenance is not in compliance with regulations governing same as specified in this Schedule herein, a Sign Plan in accordance with the provisions of this Schedule shall be prepared and submitted. Upon approval of the sign plan under this compliance provision, only the applicable sign(s) shall be required to be brought into compliance. All other signs approved on the sign plan shall be brought into compliance in accordance to the amortization schedule specified herein.

(K) **Multi-tenant Sign Plan Compliance.** When sign plan is required for multi-tenant development, and an individual sign owner(s) seeks a sign permit for any type of permanent sign, the property owner shall file a sign plan with the City in accordance to the provisions set forth in this Schedule within sixty (60) days of sign permit being filed. Failure to file such sign plan within the prescribed time frame, shall be a violation of this Schedule by the property owner. The City may review the individual sign permit(s) and issue a permit as warranted to individual sign owner(s), and shall require future sign permits on same property to be in compliance with the criteria set forth in this Schedule herein for sign plan review, and subject to sign permits approved on the property.

(L) **Maintenance and Repair of Non-conforming Signs.** Non-conforming signs shall be maintained in a safe condition and may be repaired and/or otherwise maintained provided the sign structure is not moved, altered or replaced; provided, that the cumulative costs of such repair and/or maintenance does not exceed fifty percent (50%) of the replacement value of the sign. If so, the sign shall be made to be in compliance with the provisions set forth in this Schedule.

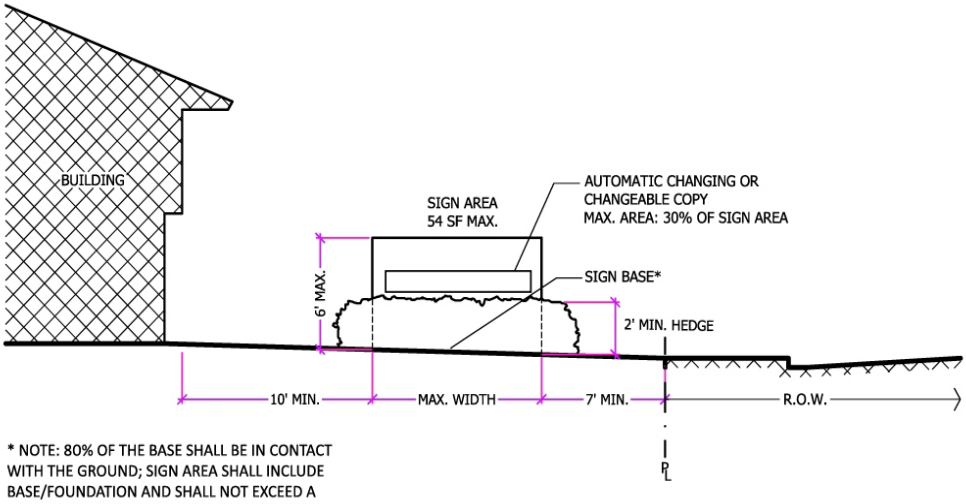
Monument Sign Illustrations



ALL INTERNAL AND/OR EXTERNAL SIGN ILLUMINATION SHALL BE ENCLOSED, SHIELDED, BUFFERED AND/OR CONCEALED AS TO NOT BE VISIBLE FROM ADJACENT RIGHT-OF-WAYS.

SPACED MORE THAN 25 FEET FROM ANY OTHER MONUMENT SIGN.

MONUMENT SIGN - PLAN VIEW
COLLECTOR AND ALL OTHER R.O.W.
SINGLE USE
N.T.S.

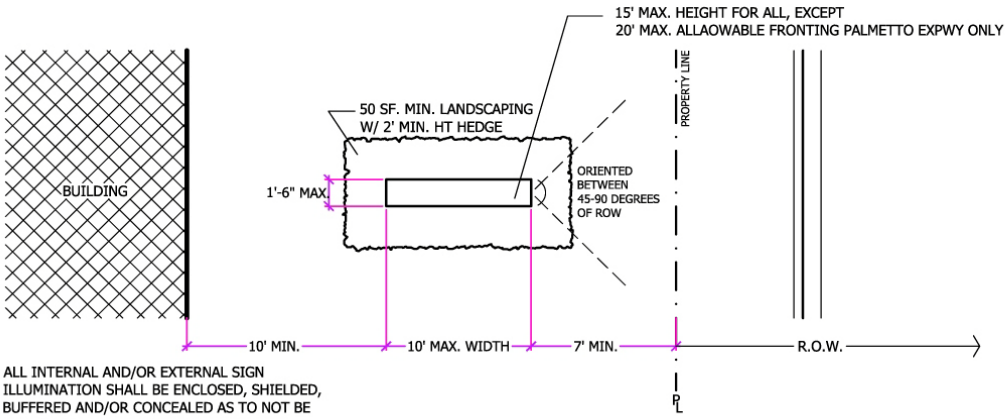


* NOTE: 80% OF THE BASE SHALL BE IN CONTACT WITH THE GROUND; SIGN AREA SHALL INCLUDE BASE/FOUNDATION AND SHALL NOT EXCEED A MAXIMUM WIDTH OF 10 FEET. MONUMENT SIGNS SHOULD BE PROPORTIONATE IN HEIGHT AND WIDTH AT A RATIO OF 1 TO 1.5

2 SIGNS MAY BE PERMITTED FOR FRONTAGES GREATER THAN 500 LINEAR FEET ONLY FOR MULTI-USE/MULTI-TENANT.

MONUMENT SIGN - ELEVATION
COLLECTOR AND ALL OTHER R.O.W.
SINGLE USE AND MULTI-USE/MULTI-TENANT
N.T.S.

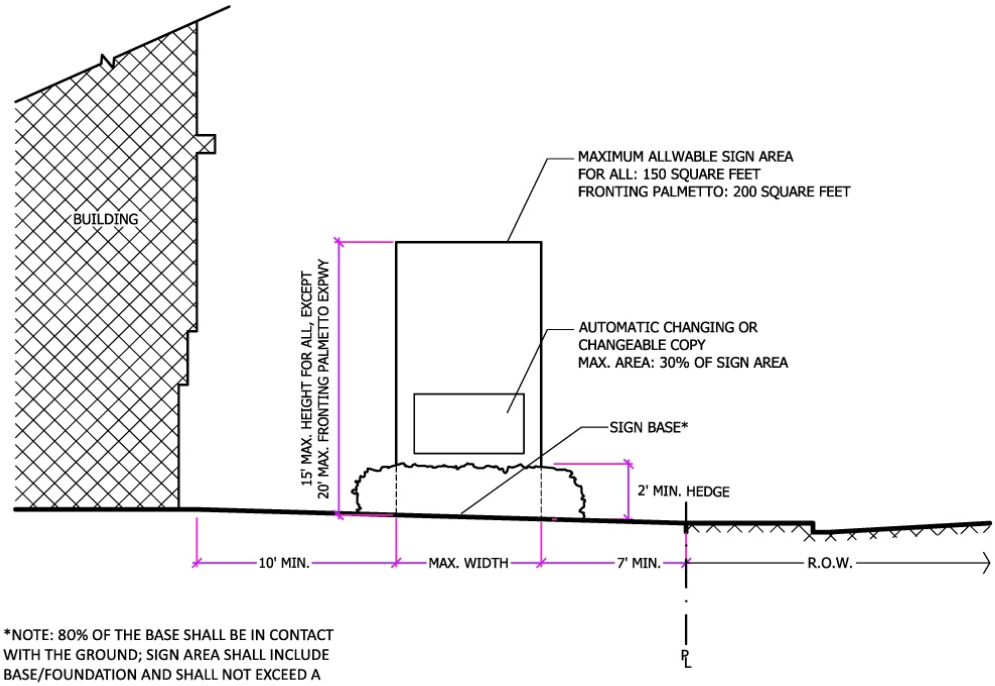
Monument Sign Illustrations



ALL INTERNAL AND/OR EXTERNAL SIGN ILLUMINATION SHALL BE ENCLOSED, SHIELDED, BUFFERED AND/OR CONCEALED AS TO NOT BE VISIBLE FROM ADJACENT RIGHT-OF-WAYS.

SPACED MORE THAN 25 FEET FROM ANY OTHER MONUMENT SIGN.

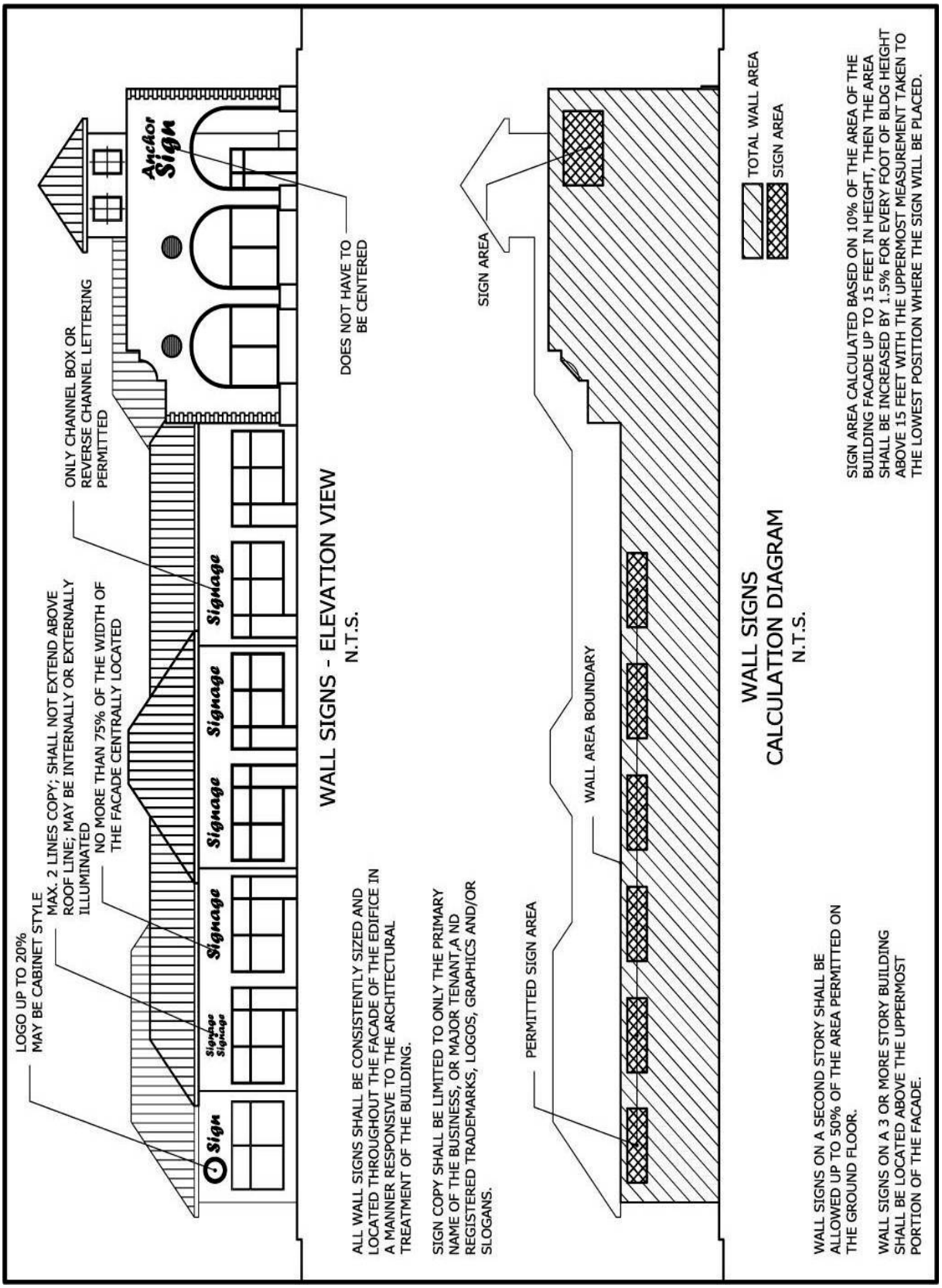
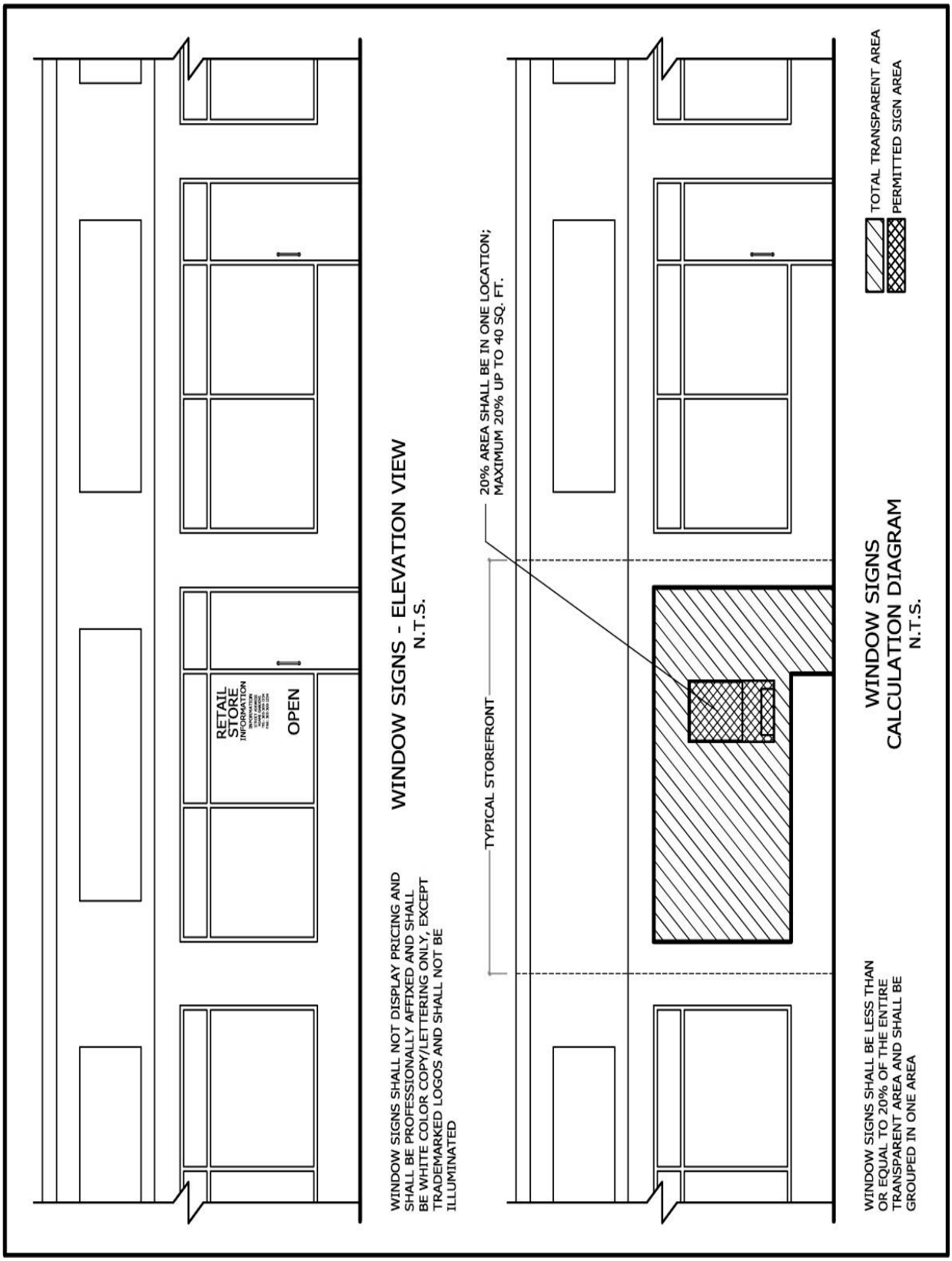
MONUMENT SIGN - PLAN VIEW
PRINCIPAL AND MINOR ARTERIAL R.O.W.
SINGLE USE
N.T.S.



*NOTE: 80% OF THE BASE SHALL BE IN CONTACT WITH THE GROUND; SIGN AREA SHALL INCLUDE BASE/FOUNDATION AND SHALL NOT EXCEED A MAXIMUM WIDTH OF 10 FEET. MONUMENT SIGNS SHOULD BE PROPORTIONATE IN HEIGHT AND WIDTH AT A RATIO OF 1 TO 1.5

MONUMENT SIGN - ELEVATION
PRINCIPAL AND MINOR ARTERIAL R.O.W.
N.T.S.

Wall Sign Illustration



Window Sign Illustration