

Development Services Department  
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www.miamigardens-fl.gov



**OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Process No. \_\_\_\_\_

Project Location: \_\_\_\_\_

## WINDOW SIGN PERMIT APPLICATION

**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: \_\_\_\_\_

**OFFICE USE ONLY:**

**CHECKLIST SUBMITTAL**

The following items must be submitted with this application:

<b><u>Required</u></b>	<b><u>Provided</u></b>	<b><u>Description</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Application</b> – two (2) original <u>completely</u> filled out and properly executed.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Site Plan or Survey of Property</b> – one (1) copy showing entire property and location of business.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Plans</b> – four (4) copies – architectural drawing/pictures/illustrations showing the following: <ol style="list-style-type: none"> <li>1. Window area with dimensions and square footage</li> <li>2. Location / Placement of window signs showing dimensions</li> <li>3. Square footage of window sign</li> <li>4. Window sign copy and colors (if available)</li> </ol> <b>NOTE: Plans shall be in compliance with section IX(F) of sign code (see attachment)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Fees:</b> See fee schedule below.

**FEE SCHEDULE**

<b><u>Description</u></b>	<b><u>Fee</u></b>	<b><u>Applicable</u></b>
<b>Fee Per Tenant:</b> (\$50.00 regular; discount of 80% for first year)	\$50.00	_____
Violation	Doubles	_____
<b>Subtotal</b>		_____
<b>Less 60% discount (until 2/13/2010)</b>		_____
<b>Subtotal</b>		_____
<b>Surcharge of 15%</b>		_____
<b>Grand Total</b>		_____

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

**APPLICANT AFFIDAVIT**

I hereby affirm that consent from the property owner has been granted and I am hereby authorized to file this application for a Window Sign Permit. I understand this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning approval.

**Applicant:**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Print Name

## Window Sign Standards / Section IX (F)

### Definitions:

**Window area.** The window area of a storefront shall be the total square footage of all glass areas of a storefront. This would include all areas of glass windows, doors, side lights and transoms, fixed or operable, located on the elevation of the building or storefront on which the front door or primary entrance to the establishment is located.

**Window sign.** Any sign located within a window or upon the inside surface or outside surface of the window glass used to attract such attention located within the premises. Signs which are located within three (3) feet from the window opening shall be considered a window sign. Such window signs shall include, but not be limited to, signs indicating professional/financial affiliations, services and products, menus/price lists, opening hours, and other similar type signs.

**Window sign area.** The total area of the imaginary rectangles contiguous to and surrounding each word, picture, logo, logotype, symbol, banding or graphic, as a percentage of the total ground or second floor window area of the premise as it may apply in accordance to this Schedule.

(A) **Window Sign Standards.** Window signs are intended to provide secondary signage to allow for the day to day advertising and promotion of the business and/or services, and not intended to be visible from the rights-of-way or distract from the overall architectural design/features/character of the building. In designing window signs the following standards shall be complied with (Exhibit 3):

- 1) **Design.** Window signs shall be professionally installed and/or professionally framed and may be affixed to or displayed within the window area. Hand written copy shall only be used with white boards or chalk boards. One (1) illuminated or neon window sign shall be permitted subject to the sign area regulations herein. Automatic changeable copy signs are prohibited as window signs.
- 2) **Area.**
  - a) For window signs located on the first or ground floor, the total area of all signs affixed or displayed in the window shall not exceed twenty (20) percent of the window area up to a maximum of forty (40) square feet.
  - b) For window signs located on the second floor or above the ground floor, the total area of all signs affixed or displayed in the window shall not exceed ten (10) percent of the window area up to a maximum of twenty (20) square feet.
  - c) In calculating the total permitted window sign area only windows and doors facing a right-of-way and/or windows on the main entrance of the building, and only those windows that are on the ground floor shall be used for the calculation. Perimeter borders,

stripes and bonding are permitted but will count towards the calculation of window sign area.

- d) Window Sign Area shall not be counted towards the maximum wall sign area allowed. Temporary real estate signs as may be permitted herein shall not be counted towards the overall maximum sign area permitted.
- e) Illuminated or neon window signs shall be limited to a maximum size of eight (8) square feet. Illuminated or neon sign areas shall count towards the maximum sign area allowed.

**3) Location.**

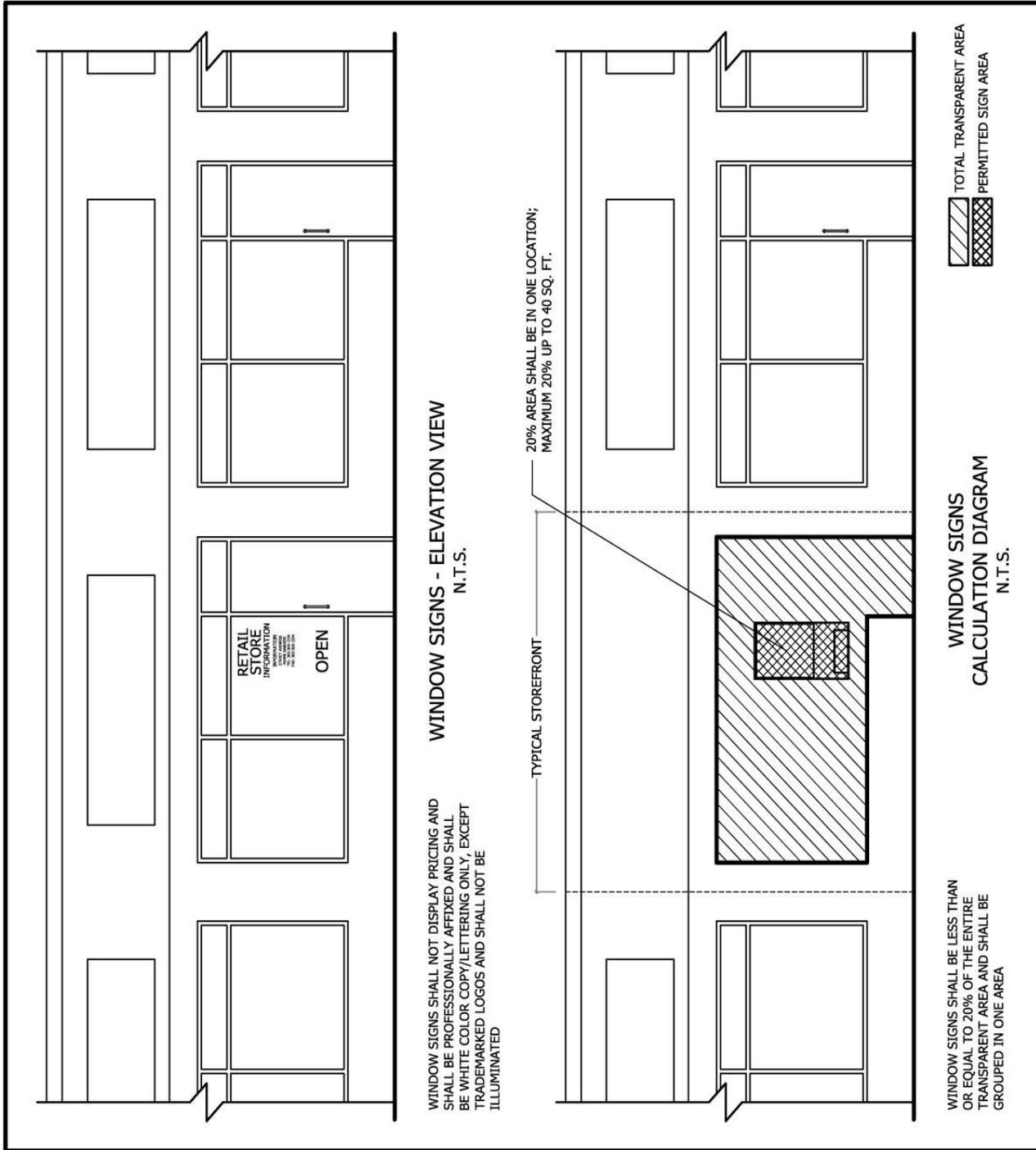
- a) Window signs shall only be permitted on windows or doors located on the first or ground floor and located on the second floor, and on windows and doors on the façade facing a public right-of-way or commonly used as the main entrance to the premises.
- b) Window signs shall not be permitted on windows above the ground in multi-story buildings.
- c) All window signs shall be located within the same 20% area as depicted on the approved window sign plan.

**4) Copy.**

- a) Window sign copy may include business name, logos graphics, and slogans, primary products and services, emblems of professional and financial affiliations, hours of operation, and other similar signage.

NOTE: Complete Sign Code is available online at <http://www.miamigardens-fl.gov/PlanZonMap/signregulations.aspx>

### Window Sign Illustration



Window Samples

