



CAB APPLICATION FOR MASTER SIGNAGE PLAN

**Instructions: Fully complete all sections of the application form
(Type or print-must be legible)**

Application Sections

1. Applicant Information
2. Master Signage Plan Requirements
3. Master Signage Plan Design Criteria

Be sure to submit the following to be reviewed:

1. Master Signage Plan Application, required to be scheduled for Community Appearance Board meeting date following staff review of submittal documents.
2. Letter of authorization-Required if person(s) other than the applicant will be representing the case at the public hearing.
3. Five sets of sign plans, details, and elevations.
4. Any additional documentation or information for review of the project.
5. \$150.00 Application Fee

**Submit to:
City of Deerfield Beach
Planning & Development Services Department
150 NE 2nd Ave.
Deerfield Beach, FL 33441**



Application # _____

Date _____

CAB APPLICATION FOR MASTER SIGNAGE PLAN

PLEASE PROVIDE IN FULL THE FOLLOWING INFORMATION (PRINT OR TYPE)

Section One: Applicant Information

Name of Applicant: _____

Signature: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____

E-mail Address: _____

Fax Number: _____

Subject Property Name: _____

Subject Property Address: _____
(if different from applicant address)

Property Owner Signature: _____

For Office Use Only

Development Name: _____

Development Address(es): _____

Date Approved: _____

CAB Stamp:

Stipulations: _____

Section Two: Master Signage Plan Requirements

Submittal. Sec. 102-6(c) of the City Sign Code states, *no permit shall be issued for an individual sign requiring a permit in a commercial or industrial multiple occupancy complex or multi-tenant center unless and until a master signage plan has been submitted by the property owner and approved as being in conformance with this section. A master signage plan shall be required for the following type of projects: 1) Mixed Use Developments, 2) Residential Subdivisions & Multi-family Developments, 3) Commercial or Industrial Multi-Tenant Centers. Master Signage Plans required by the Sign Code shall be filed with the planning division and shall contain five sets of the following information:*

1. *Drawings. The drawings shall include the following:*
 - a. *Dimensions, lettering style, material, mounting details, and illumination details.*
 - b. *Color rendering and color samples for all applications.*
 - c. *Photos of signs on abutting and subject properties.*
2. *For free-standing monument signs, submit a copy of a survey/plot plan that shows all existing buildings and all existing free-standing monument signs on the property. Show the setbacks from the property line abutting the public right-of-way to the proposed sign and show the dimensions between any existing monument sign.*
3. *Landscape plan for freestanding signs. In all instances, the sign location shall be coordinated with the landscape design to avoid present and future tree/sign conflicts.*
4. *For building signs, submit elevations for all building signs, which clearly illustrate the dimensioned location. Show height, length and width of the sign structure, sign background and sign copy. Graphics should be clear and easy to read.*
5. *Written permission to erect proposed sign from owner and/or owners of property on which said sign is to be erected.*
6. *Master Sign Plan Application. See Section 78-7 of the Deerfield Beach Land Development Code for the community appearance board sign design criteria.*

Section Three: Master Signage Plan Design Criteria

Master Signage Plan design criteria should use the framework below to provide the criteria, which will regulate signage on the property. The applicant may attach sign plans and detail sheets to the application, in lieu of using the space provided under “Details”.

Applicant Information		Office Use Only
Required Documents		Included (Circle one)
Submittal Package	Master Signage Plan Application	Yes / No
	5 color copies of Master Signage Plans	Yes / No
	Proof of Ownership	Yes / No
	Owner Consent/Authorization Form	Yes / No / NA
Building (Wall, Canopy, or Awning) Signs		
Required Information	Details (if provided in attachment, reference page number in box below)	Included (Circle one)
Sign Location (shown on building elevation w/dimensions)		Y / N
Number of Signs		Y / N
Sign Text Height		Y / N
Sign Face Area		Y / N
Font Type		Y / N
Sign Material		Y / N
Colors (include specific color code)	Face:	Y / N
	Returns:	
	Frame:	
	Trip Cap:	
Illumination Color		Y / N / NA
Method of Illumination		Y / N / NA
Mounting Details		Y / N

Application # _____

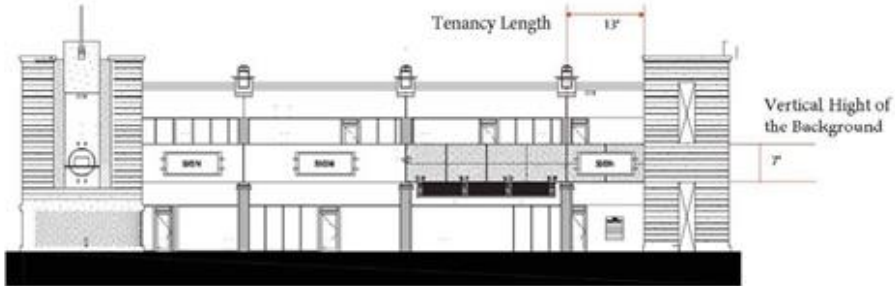
Date _____

Free-standing Monument Signs		
Required Information	Details (if provided in attachment, reference page number in box below)	Included (Circle one)
Sign Location (shown on Site plan or Survey)		Y / N
Setback		Y / N
Sign Height	Structure:	Y / N
	Text:	
Sign Structure Area		Y / N
Tenant Panel Area		Y / N
Number of Tenants		Y / N
Font Type		Y / N
Sign Material		Y / N
Colors (include specific color code)	Face:	Y / N
	Returns:	
	Frame:	
	Trip Cap:	
Illumination Color		Y / N
Method of Illumination		Y / N
Mounting Details		Y / N

Window Signage		
Required Information	Details (if provided in attachment, reference page number in box below)	Included (Circle one)
Sign Location (shown on building elevation)		Y / N
Sign Area		Y / N
Window Panel Area		Y / N
Letter Height		Y / N
Font Type		Y / N

Example Diagrams

Two Story Building Example for Commercial and Industrial Districts



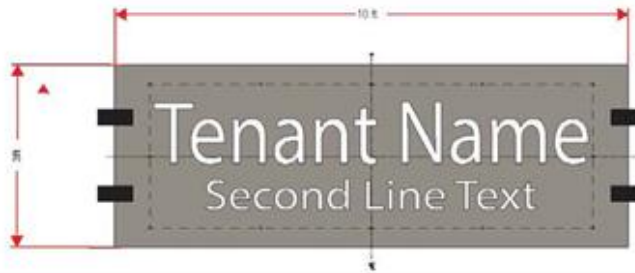
Building Wall Sign Sample

Requirements:

- Max. Number of LineText: 2 lines
- Max. Vertical Sign Height: 75% (5')
- Max. Sign Length: 75% (10')
- Max. Sign Area: 32 Sq. Ft.

Proposed Wall Sign:

- Max. Number of LineText: 2 lines
- Max. Vertical Sign Height: 3'
- Max. Sign Length: 10'
- Max. Sign Area: 30 Sq. Ft.

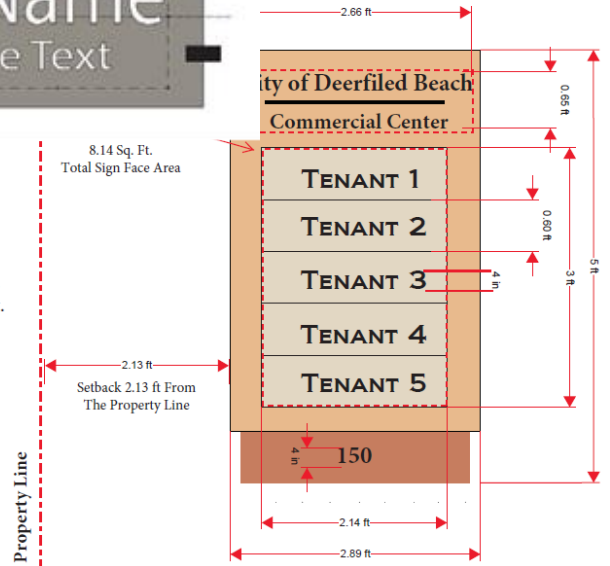


- Min. Text Address Height: 4 in
- Min. Tenant Height: 4 in
- Max. Tenant Height: 6 in

Proposed Freestanding Sign:

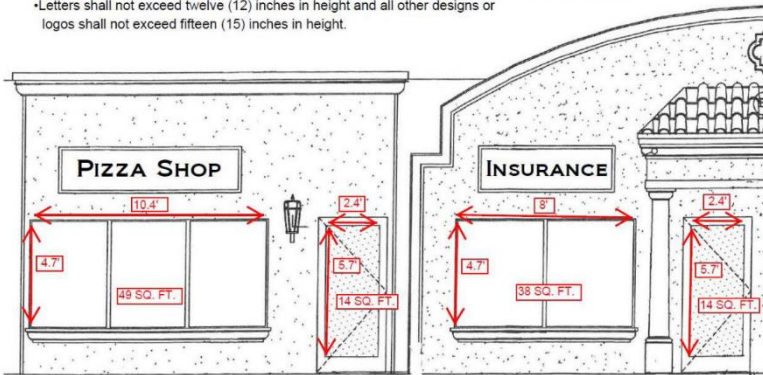
- Setback: 2.13 feet
- Max. Sign Face: 8.14 Sq. Ft.
- Max. Sign Structure: 14.4 Sq. Ft.
- Max. Sign Height: 5 ft
- Min. Text Address Height: 4 in
- Min. Text Tenant Height: 4 in
- Max. Text Tenant Height: 4 in

Freestanding Sign Sample



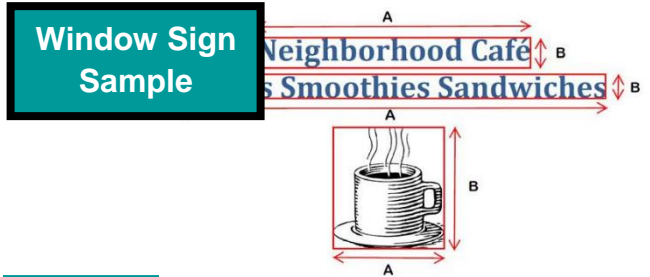
Window Signage Example:

- Window signage shall not exceed 20% of the total window area or 20 square feet, whichever is less.
- Letters shall not exceed twelve (12) inches in height and all other designs or logos shall not exceed fifteen (15) inches in height.



Example One:
Total Window Area: 49 SQ. FT + 14 SQ. FT. = 63 SQ. FT.
20% = 13 Square Feet of window signage permitted

Example Two:
Total Window Area: 38 SQ. FT + 14 SQ. FT. = 52 SQ. FT.
20% = 10 Square Feet of window signage permitted



Measurement of Window Sign Area Example
"A"x"B" = Sign Area

Staff Analysis (office use only)					
Required Information	Free-standing Signs	Building/ Wall Signs	Window Signs	Other Sign Type	Complies (Circle one)
Sign Location (shown on Site plan or Elevations)					Y / N
Setback					Y / N
Sign Height (Structure and Text)					Y / N
Sign Area					Y / N
Number of Tenants					Y / N
Font Type					Y / N
Sign Material					Y / N
Colors (include specific color code)					Y / N
Illumination Color					Y / N
Method of Illumination					Y / N
Mounting Details (include projection dimensions)					Y / N

Application # _____

Date _____

Staff Comments					
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