



AAC Sign Application

Master Sign Program

DEADLINE: Initial paper submission and fee must be received by 5:00 PM on the day of the deadline. *Electronic file submission must be uploaded into the ePlan system within 24 hours of this deadline.* Refer to the "Meeting Schedules and Deadlines" document provided on the City's website for submission deadlines. **To ensure quality submittal, this project will only be added to the AAC Agenda when a complete submission has been uploaded into the ePlan system. If a complete submission is not uploaded by the deadline, the application will be rejected via email.**

Application Review Process:

Application Type	Step 1	Step 2	Step 3
AAC Sign Application	Pre-Application Meeting with a Planner	AAC Review	Development Order from the AAC

After receipt of Architectural Appearance Committee approval, the applicant may apply for building permits. A separate permit is required for each individual sign.

APPLICATION SUBMISSION PROCESS: Upon reception of the **PAPER SUBMISSION** (see below) at the Zoning Inquires counter, an email will be sent to the agent with a link to ePlan where all project drawings and documents listed in the **DIGITAL SUBMISSION** section (see below) shall be uploaded.

PAPER SUBMISSION: The following paper documents are to be submitted to the Planning & Zoning Department:

PAPER	<input type="checkbox"/> One (1) completed application with original signatures. (pg. 2)
	<input type="checkbox"/> Agent authorization letter (if applicable)

DIGITAL SUBMISSION: The following digital documents are to be uploaded directly to Electronic Plan Review (ePlan):

ePLAN	<input type="checkbox"/> Current survey showing all existing conditions of the site, including easement and the survey date.
	<input type="checkbox"/> Narrative with project specifics including a full description of the proposed sign program (PDF).
	<input type="checkbox"/> Legal Description (Digital copy in WORD).
	<input type="checkbox"/> Digital Plans* (see below).

***SIGN PACKAGE:** Must include the following:

<input type="checkbox"/>	Renderings of the existing façade in color.
<input type="checkbox"/>	Dimensions of the Façade and proposed sign.
<input type="checkbox"/>	Sign drawings in color.
<input type="checkbox"/>	Construction details, including a section of the sign & method of attachment.
<input type="checkbox"/>	Material and color callouts on the plans. Include manufacturer, name, and product number.

Material and color samples must be submitted before the meeting for staff review.



100 W. Atlantic Blvd Pompano Beach, FL 33060
 Phone: 954.786.4679 Fax: 954.786.4666

AAC Sign Application

Master Sign Program		
Street Address:	Folio Number:	Zoning District:

Project Data	
Project Name:	
Applicant's Request:	<hr/> <hr/> <hr/>
Related Case Number(s) (ex: Site Plan, Building Permit):	

Owner's Representative or Agent	Landowner (Owner of Record)
Business Name (if applicable):	Business Name (if applicable):
Print Name and Title:	Print Name and Title:
Signature:	Signature:
Date:	Date:
Street Address:	Street Address:
Mailing Address City/ State/ Zip:	Mailing Address City/ State/ Zip:
Phone Number:	Phone Number:
Email:	Email:
Email of ePlan agent (if different):	