



City of Pompano Beach  
Department of Development Services  
Planning & Zoning Division

100 W. Atlantic Blvd Pompano Beach, FL 33060  
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## Sign Code Compliance Review Criteria

### Sign Code Compliance Permit Review:

In order for the Zoning Division to review your permits expeditiously, please include the following information in your permit submittal package. Please be aware that providing this information does not guarantee an approval from the Zoning Division until the sign package has been reviewed for sign code compliance. **Sign permit review requires the following information for a complete Zoning Review:**

#### Flat wall signs:

1. Provide the façade dimensions for the building and indicate the elevation where the sign will be installed. [156.07 (B)]
2. Provide the dimensions of the sign. [156.07 (B), 156.03]
3. Provide a color rendering of the sign proposal. [156.08 (A) (2)]
4. Signs in a multi-tenant shall provide an approved floor plan demonstrating that the business has a public entrance separate from other businesses in the multi-tenant building and indicate that the sign will be installed on their rented tenant space. [156.07(B)]

#### Free standing signs:

1. Provide legible copy of a current property survey including legal description. Indicate location of sign with dimensions to property lines. [156.07 (A)]
2. Provide the overall height and dimensions of the sign. [156.07 (A) (1), 156.03]
3. Provide a color rendering of the sign proposal. [156.08 (A) (4)]
4. Free standing signs must have a base that is at least 50% the width of the sign face. [156.04 (C) (2)]
5. A Landscaping Plan shall be provided illustrating native vegetation extending at least 3 feet in all directions from the base of all free-standing signs. [156.04 (C) (4)]
6. All free-standing signs must incorporate the address number of the building. Size of the numbers must be a minimum of 6 inches and a maximum of 10 inches in overall height. [156.04 (C) (4)]

#### Signs that require the approval from the Architectural Appearance Committee (AAC):

A sign may require the review and approval from the AAC. These signs include but are not limited to (1) signs proposed for multi-tenant mixed-use or multi-tenant nonresidential developments exceeding 5,000 square feet located along an arterial or collector road as defined by the County Traffic ways Plan, or (2) multi-tenant mixed-use or multi-tenant nonresidential developments that exceed 5,000 square feet located in the following zoning districts: Atlantic Boulevard Overlay District (AOD) or Transit Oriented (TO). [155.2301]

#### Complete the [AAC Sign Application](#) and submit it to the Planning and Zoning Division. Digital versions of the following information must then be uploaded to ePlan for review:

1. Narrative with project specifics including a full description of the proposed sign plan/program.
2. Current survey showing all existing conditions of the site, including easement and the survey date. Surveys must show locations of free standing signs when applicable.
3. Renderings of the existing façade in color.
4. Dimensions of the Façade and proposed sign.
5. Sign drawings in color.
6. Construction details, including a section of the sign & method of attachment.
7. Material and color callouts on the plans. Include manufacturer, name, and product number.
8. For Master Sign Programs, please render the location of proposed signage, alignment, sizes, maximum/ minimum letter heights, styles, font(s), color(s), types, and materials.
  - Refer to 155.51001 of the Code of Ordinances for a complete list of the criteria that should be included with a Master Sign Program.