

# Memo

To: Community Appearance Board Applicants  
Re: Pole and Monument Signs

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In order to submit an application package for the Community Appearance Board, the application **MUST** have **All** of the following:

1. Identical color photographs (must be either 35 mm or digital) mounted on the appropriate sheets. Sixteen (16) color photographs of each sheet is required.
2. Sixteen samples of the Materials to be used (e.g. paint chips, canopy material)
3. Property Owner notarized affidavit approving the application
4. Diagram of Proposed Sign superimposed onto the building façade/window to depict the actual color and size. Include all dimensions and colors.
5. Sixteen copies of the survey showing the location of the sign to scale.
6. Completed sign permit application from the sign contractor with 2 sets of signed and sealed engineering drawings. If the sign has electric, an electrical application will be required.
7. Payment- One application is \$50, each additional application for the same business is \$25.

FOR YOUR INFORMATION, THE FOLLOWING ARE THE CODE SECTIONS PERTAINING TO POLE AND MONUMENT SIGNS:

Section 42-464 (C) Pole or monument sign. Pole or monument signs shall be permitted based on the following formula: Measuring the major street frontage of the property, one pole or monument sign shall be permitted for the first 200 lineal feet; thereafter each additional full 200 lineal feet shall entitle the property to one additional pole or monument sign (i.e., 240 feet permits one pole or monument sign, 410 feet permits two pole or monument signs, 595 feet permits two pole or monument signs, 601 feet permits three pole or monument signs). Monument signs shall be permitted based on the following formula:

Street Frontage *	# of Signs Permitted	Maximum Sign Area **	Minimum Setback	Maximum Height	Maximum Width
0-100 feet	1	40 square feet	3 feet	7 feet 0 inches	12 feet
101-150 feet	1	60 square feet	5 feet	7 feet 0 inches	15 feet
151-200 feet	1	75 square feet	10 feet	9 feet 0 inches	18 feet

Section 42-538 a) Monument signs shall be placed so that no part of such sign or support structure shall protrude beyond any property line. The height of all monument signs shall be measured from the natural contours of the property and no artificially elevated or built-up mounds or supports shall be considered in the height of the measurement.

(b) All monument signs shall have a solid base to support the monument. No monument sign shall exceed a height of nine feet.

**City of Lighthouse Point  
Community Appearance Board  
Monument Sign Application**

Applicant:	
Business Name:	
Address:	
Phone Number:	Fax Number:
Proposed Business Type: (ie retail, medical, etc)	
Lineal Footage of Property:	
Lineal Footage of Business:	
Type of Sign:	
Distance from normal ground level to the base of the sign:	
Distance from normal ground level to the top of the sign:	
Size of the cabinet:	
Wording:	
Size of all letters:	
Font Style:	
Color:	
Materials:	
Mounting Details:	

Photographs of Proposed Sign Location  
(only 35mm or digital photographs will be accepted.)

Photographs of Existing Monument Signs in the Same Shopping Center  
Or of Signs on Adjacent Properties  
(only 35mm or digital photographs will be accepted.)

**Diagram of Proposed Sign**  
**(Include Size of Sign and Letter Size, Style, and Color)**

Complete one or more of the following that relates to your request. Print name and circle the correct choice when indicated.

**Tenant or Owner Affidavits**  
(If tenant, then owner must sign the owner affidavits listed below)

I, \_\_\_\_\_, being first duly sworn, depose and say that I am the owner/tenant of the property described herein and which is the subject matter of the proposed meeting; that all the answers to the questioning in this application and all supplemental data attached to and made part of the application are honest and true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

Sworn to and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_ by \_\_\_\_\_ who is ( ) personally known to me or ( ) has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

Commission expires: \_\_\_\_\_

**Corporation Affidavits**

I, \_\_\_\_\_, being first duly sworn, depose and say that we are the President/Vice President, and Secretary/Ass't Secretary of the aforesaid corporation, and as such, have been authorized by the corporation to file this application and all supplemental data attached to and made a part of this application are honest and true to the best of our knowledge and belief, that said corporation is the owner/tenant of the property described herein and which is the subject matter of the proposed meeting.

\_\_\_\_\_  
Signature

Sworn to and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_ by \_\_\_\_\_ who is ( ) personally known to me or ( ) has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public  
Commission expires: \_\_\_\_\_

**Owner/Power of Attorney Affidavit**

I, \_\_\_\_\_, being duly sworn, depose and say that I am the Owner of the described real property and that I am aware of the nature and effect the request for \_\_\_\_\_ relative to my property, which is hereby made by me or I am hereby authorizing \_\_\_\_\_, to be my legal representative before the Community Appearance Board.

\_\_\_\_\_  
Signature

Sworn to and subscribed to before this \_\_\_\_\_ day of \_\_\_\_\_ by \_\_\_\_\_ who is ( ) personally known to me or ( ) has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public  
Commission expires: \_\_\_\_\_