

# Memo

To: Community Appearance Board Applicants  
Re: Building and Window 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. Sixteen identical color photographs (must be either 35 mm or digital) mounted on the appropriate sheets.
- 2. Sixteen samples of the Materials to be used (e.g. paint chips, canopy material, etc)
- 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. 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.
- 6. 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 BUILDING AND WINDOW SIGNS:

Section 42-464 (c) (2) Flat sign. The maximum number of flat signs for each building facade street frontage shall be two. The total square foot area available flat signs for each building facade street frontage shall be calculated as follows: One square foot or flat sign for each one lineal foot of business establishment frontage (building frontage not property frontage) for the first 100 lineal feet. Thereafter, each additional one-half square foot of available flat sign area. The total amount of signage shall not be required to be less than 32 square feet.

(4) Window sign. The maximum area of temporary window signs shall be limited to 20 percent of the glass area upon which such sign is posted. It is intended that such signs shall not be limited to 20 percent of any given window, but may be confined into one large window sign which may, in fact, cover one entire window.

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

Applicant:	
Business Name:	
Address:	
Phone Number:	Fax Number:
Proposed Business Type: (ie retail, medical, etc)	
Lineal Footage of Business:	
Type of Sign:	
Wording:	
Letter Size:	
Size of Sign:	
Font Style:	
Color:	
Materials:	
Mounting Details:	

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

Photographs of Existing Building 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 questing 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: \_\_\_\_\_