



Community Development Department – Planning Division  
10770 West Oakland Park Boulevard, Sunrise, FL 33351  
P: 954.746.3270 F: 954.746.3287  
AskZoning@sunrisefl.gov

## APPLICATION FOR ZONING APPROVAL FOR A SIGN CHECKLIST

### Forms that must be submitted with the Application for Signage Approval are:

- City of Sunrise Building Permit Application(s)
- City of Sunrise Building Division mailer card (yellow)

### Additional documents that may be required for new monuments signs on improved sites that have received a Certificate of Occupancy:

- Miscellaneous Site Permit Application
- Landscape Permit Application (when trees are affected)

All of these forms are available from the Planning and Development Department.

### The following items shall be included in the signage approval application:

- Letter from property owner approving the proposed signage;
- Most recent copy of the property's sign criteria;
- Site plan or survey showing location of the proposed sign and all pertinent setback dimensions (For monument sign applications 4 copies must be submitted).

Detail drawing showing the following information (submit 3 copies):

- a. Graphic of proposed sign superimposed on a current photo or elevation drawing, identifying colors;
- b. Total frontage of building, storefront or lot;
- c. Height of letters and spacing between text;
- d. Overall length of sign;
- e. Color of faces, trim, returns and neon;
- f. Total sign area; *sign area is calculated by multiplying the height of the sign (tallest letter) by the length of the sign. If a logo is also being proposed, the sign area must include the logo. Sign area includes the spaces between words and between the words and the logo, if any. In general, the total sign area cannot exceed the width of the storefront/building, measured in linear feet.\**
- g. Font style; *font style must be consistent with what has been stated in the property's sign criteria. If the tenant has a registered trademarked lettering style and a copy of the documentation of the registered trademarked style is included in the application, a departure from the sign criteria's required font will be permitted. When working with **logos**, if a logo contains a letter or a word, it will be considered a sign and, as such, subject to the letter color, font style and other limitations established in the sign criteria.\**

Building Code requirements are not included in this form. Please contact the Building Division for building permit submittal requirements at (954) 572-2354

**\* Please refer to Chapter 16 Article XIV of the City Code of Ordinances for a complete listing of sign regulations and standards.**



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**For Official Use Only**

Date: \_\_\_\_\_

App. No.: \_\_\_\_\_

Pin No.: \_\_\_\_\_

Intake By: \_\_\_\_\_

Entered By: \_\_\_\_\_

**ZONING APPROVAL FOR A SIGN**

Wall Sign       Monument Sign       Other

**All Fields must be completed or indicated "N/A"**

Code violation:    YES \_\_\_ NO \_\_\_ Case # \_\_\_\_\_

Project Name / Subdivision: \_\_\_\_\_

Job Address: \_\_\_\_\_

Folio No. \_\_\_\_\_ Building No.: \_\_\_\_\_ Lot No.: \_\_\_\_\_ Block No.: \_\_\_\_\_

Section: \_\_\_\_\_ Addition / Part: \_\_\_\_\_

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Type of Work (Describe): \_\_\_\_\_

Present Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

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Owner's Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Owner's Address: \_\_\_\_\_ City / Zip \_\_\_\_\_

Contracting Firm: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City / Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Fax: \_\_\_\_\_

<p><b>Status :</b></p>	<p><b>Notes :</b></p>
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**FOR OFFICIAL USE ONLY:**

Comments faxed on: _____	Called on: _____	E mailed on: _____
<b>Resubmittal date:</b> _____		

Date routed	Comments	Reviewer Initials	Date Reviewed	HTE Entry

Zoning Fee: _____	Planning Approval By: _____ Date: _____
Date Fee Paid: _____	Landscaping Approval By: _____ Date: _____
	Engineering Approval By: _____ Date: _____
	Director Approval By: _____ Date: _____