City of Wilton Manors
Community Development Services Department
2020 Wilton Drive, Wilton Manors, FL 33305
954-390-2180 Fax: 954-390-2184
www.wiltonmanors.com

SIGNS

Dimensions and location of signs are determined by the Zoning District where the property is located, or through the site and development plan approval process. For specific information, go to www.wiltonmanors.com and click on "Code of Ordinances".

This checklist is designed to expedite permit application processing by ensuring that all required documentation is submitted with your application. **Submit one <u>notarized</u> copy of the permit application and two (2) copies of the following required information:**

_____ 1. Survey/Site Plan showing:

- _____ (a) Property and building dimensions
- _____ (b) Location of building/bay(s) in relation to property boundaries and lineal frontage of applicant's building/bay(s)
- _____ (c) Location of proposed building sign(s) with dimensions, even if face change only
- _____ (d) Location of existing/freestanding sign(s) with dimensions including the address or range of addresses and name of development if a commercial project
- _____ (e) Location of proposed freestanding and/or panel or face change with dimensions on the existing freestanding sign
- _____ Each set of plans shall include a Registered Land Surveyor's Certificate.

_____ 2. Sealed architectural drawings

_____ 3. Homeowner's Association Approval, if required.

_____ 4. If installed/constructed by a contractor, include proof of Workers' Compensation Insurance, copy of contractor's license and copy of contract.

_____ 5. If pre-fabricated, must submit Product Approval or DCA stamped plans.

_____ 6. Elevation details of sign including dimensions, color, lettering, architectural consistency with a development and attachment method.

_____ 7. Existing and/or proposed electrical circuit, existing and/or proposed disconnect or switch.

_____ 8. Proof that sign is a listed product.

_____ 9. If a tenant, provide letter of approval from property owner.

_____ 10. Show type of control device for sign operation (comply with F.B.C. 13.415.AB.1.4).

<u>GENERAL INFORMATION</u>:

The following signs are prohibited and may not be erected under any circumstances:

1. Any sign or advertising structure, portable or fixed, other than directional signs erected by authorized City, County or State Officials, placed or erected on or over any part of the public right-of-way, sidewalk, street or curb
2. Animated or swinging signs
3. Snipe signs (sign attached to a utility pole, tree, fence, etc.)
4. Off-premises signs with the exception of permitted temporary ID or construction signs or permanent signs for developments, which do not have frontage along a major roadway
5. Projecting signs
6. Temporary signs, unless approved through a Temporary Use Permit
7. Any sign which constitutes a traffic/pedestrian hazard or a detriment to traffic/pedestrian safety
8. Any sign or advertising structure with words, scenes or graphics which are obscene, indecent or prurient
9. Any add-on signs, with the exception of those that have been issued a permit in conformance with the sign code

10. Any sign or advertising structure which is erected, installed or maintained upon the rear of a building, with the exception of allowing a tenant to identify the business name and/or address on a rear exit door with no greater than six inch (6") non-illuminated letters painted, printed, stenciled or attached to the face of the rear door
11. Window signs, which comprise more than 25% of window/door
12. Vehicle signs
13. Signs placed upon benches, bus shelters or waste receptacles except as may be authorized by a governmental agency or superseded by state statutes
14. Glass neon tubing outlining any window

SPECIFIC REQUIREMENTS:

1. Non-conforming signs or advertising structures shall not be expanded or relocated unless brought into conformance with existing code.
2. In determining the copy area of the sign, the entire face of the sign, including the advertising surface of any framing, trim or molding, shall be included.
3. The minimum clearance of a sign shall be based upon the lowest point of any sign and the established grade of the site.
4. In the instance where a sign is composed of letters only, with no structural connection between the letters, the copy area shall be determined by measuring the distance from the outside edges of the outside letters and from the top of the largest letter to the bottom of the lowest letter.
5. No sign can be placed in a visibility triangle.
6. "A" Frame Signs, sidewalk, sandwich signs or other types of portable signs require a Building Permit application (no fee) for temporary use.
7. Banner signs require a Building Permit application (no fee) for temporary use.

INSPECTIONS:

An individual sign may require one or more of the following:

- Footer Grounding
- Sign Footer
- Column/Tie Beam
- Electric Rough
- Electrical Final
- Sign Final

All inspection requests must be called in by **2:45pm** for inspection on the next Business Day.

_____ _____

Signature of Applicant Date

_____

Printed Name of Applicant