



CAB APPLICATION FOR MASTER SIGN PLAN

Instructions: Fully complete all sections of the application form. Type or print must be legible.

Application Sections

1. Applicant Information
2. Master Sign Plan Requirements
3. Master Sign Plan Design Criteria

Be sure to submit the following to be reviewed:

1. Master Sign Plan Application, required to be scheduled for Community Appearance Board meeting date following staff review of submittal documents.
2. Letter of authorization. Required if person(s) other than the applicant will be representing the project at the public hearing.
3. 1 disc or flash drive with all sign plans, details, elevations, and any other additional documentation or information for review of the project. All files should be in pdf format.
4. \$250 Application Fee

Application # _____

Date _____

CAB APPLICATION FOR MASTER SIGN PLAN

PLEASE PROVIDE IN FULL THE FOLLOWING INFORMATION (PRINT OR TYPE)

Section One: Applicant Information

Name of Applicant: _____

Signature: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____

E-mail Address: _____

Subject Property Name: _____

Subject Property Address (if different from applicant address): _____

Property Owner Name: _____

Property Owner Signature: _____

For Office Use Only

Development Name: _____

Development Address(es): _____

Date Approved: _____

CAB Stamp:

Conditions of Approval: _____

Section Two: Master Sign Plan Requirements

Submittal. Sec. 24-48 of the City Sign Code states, “a master sign plan is required for a nonresidential development that is designed for multiple occupancies. The intent of a master sign plan is to establish specifications for sign type, color, material, placement and other elements of signs to ensure that all signs within the development will be harmonious and will be integrated with the building architecture and site improvements”. Master sign plans shall contain the following information:

1. Drawings. The drawings shall include the following:
 - a. Dimensions, lettering style, material, mounting details, and illumination details.
 - b. Color rendering and color samples for all applications.
 - c. Photos of signs on abutting and subject properties.
2. For free-standing monument signs, submit a copy of a survey/plot plan that shows all existing buildings and all existing free-standing monument signs on the property. Show the setbacks from the property line abutting the public right-of-way to the proposed sign and show the dimensions between any existing monument signs.
3. Landscape plan for freestanding signs. In all instances, the sign location shall be coordinated with the landscape design to avoid present and future tree/sign conflicts.
4. For building signs, submit elevations for all building signs, which clearly illustrate the dimensioned location. Show height, length and width of the sign structure, sign background and sign canopy. Graphics should be clear and easy to read.

Section Three: Master Sign Plan Design Criteria

Master Sign Plan design criteria should use the framework below to provide the criteria, which will regulate signage on the property. The applicant may attach sign plans and detail sheets to the application, in lieu of using the space provided under “Details”.

Building (Wall, Canopy, or Awning) Signs

Required Information	Details (if provided in attachment, reference page number in box below)	Office Use Only Included (Circle One)
Sign Location (shown on building elevation w/ dimensions)		Y / N
Number of Signs		Y / N

Application # _____

Date _____

Sign Text Height		Y / N
Sign Face Area		Y / N
Font Type		Y / N
Sign Material		Y / N
Colors (include specific color code)	Face: Returns: Frame: Trip Cap:	Y / N
Illumination Color		Y / N / NA
Method of Illumination		Y / N / NA
Mounting Details		Y / N

Free-Standing Monument Signs

Required Information	Details (if provided in attachment, reference page number in box below)	Office Use Only Included (Circle One)
Sign Location (shown on site plan or survey)		Y / N
Setbacks		Y / N
Sign Height	Structure: Text:	Y / N
Sign Structure Area		Y / N
Tenant Panel Area		Y / N / NA
Numbers of Tenants		Y / N / NA
Font Type		Y / N
Sign Material		Y / N
Colors (include specific color code)	Face: Returns: Frame: Trip Cap:	Y / N
Illumination Color		Y / N / NA

Application # _____

Date _____

Method of Illumination		Y / N / NA
Mounting Details		Y / N

Window Signage

Required Information	Details <small>(if provided in attachment, reference page number in box below)</small>	Office Use Only Included (Circle One)
Sign Location <small>(shown on building elevation)</small>		Y / N
Sign Area		Y / N
Window Glass Area		Y / N
Letter Height		Y / N
Font Type		Y / N



CITY OF Boca Raton

DEVELOPMENT SERVICES
201 WEST PALMETTO PARK ROAD • BOCA RATON, FL 33432
PHONE (561) 393-7789
FAX: (561) 393-7784
(FOR HEARING IMPAIRED) TDD (561) 367-7043
www.myboca.us

AUTHORIZED AGENT FORM

I, _____ as owner of _____
print name of owner print property address

do hereby authorize _____ to act as my agent in submitting
print name of authorized agent

development applications to the City of Boca Raton. I understand that I am the owner of record

responsible for the development applications submitted by my agent referenced above. I

further understand that each time my agent submits an application or signs any required

documents, that the individual must exhibit this authorization form at the discretion of Planning

and Zoning staff.

The Owner's Signature Is to Be Notarized

X

Owner's Signature

Date

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____,
20 ____, By _____, who is personally known to me () or has provided the following
identification _____

Notary Public Signature _____ Notary Public Stamp Here