



Community Development  
 7525 NW 88<sup>th</sup> Avenue  
 Tamarac, FL 33321  
 Telephone (954) 597-3530  
 Fax (954) 597-3540

**FOR STAFF USE ONLY:**

CASE #: \_\_\_\_\_  
 Master File #: \_\_\_\_\_  
 HTE Project #: \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Received by: \_\_\_\_\_  
 Fee(s) Collected: \_\_\_\_\_

**COMPREHENSIVE SIGN PLAN APPLICATION**

Please indicate  Sign Type:

**Residential Zoning Districts:**

- Community Directional Signs
- Entrance Wall or Monument Signs
- Multi-Family Building Identification Signs
- Yard Signs in Residential Districts

**Nonresidential, Mixed-Use, and Special Purpose Zoning Districts:**

- Automatic Teller Machines (ATM)
- Business Hours and Open Signs
- Canopy Sign
- Changeable Copy Signs
- Directional Signs
- Directory Signs

- Façade Signs
- Monument Signs
- Portable Signs
- Rear Identification and Building Identification Signs
- Window Signs
- Yard Signs in Mixed-Use, Nonresidential, and Special Purpose District

**Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Parcel Size:** \_\_\_\_\_ acres/sq. ft. **Folio No.** \_\_\_\_\_

**GFA (Gross Floor Area of all buildings on property exclusive of outparcel bldgs.):** \_\_\_\_\_ sq. ft.

Agent/Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 Property Owner's Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
 \_\_\_\_\_

*\*The City of Tamarac is committed to serving the needs of all its citizens and visitors, and our goal is to ensure access to information for a diverse audience. Please incorporate accessibility design standards to meet Universal Design concepts supported by the W3C Guidelines and ADA Accessibility Requirements into all application submittal documents.*

**Sign(s) Specifications:**

No. of Signs							
Materials							
Illuminated Sign? <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Explain</b> <i>(Average level of illumination, point source of light or bulbs, location of lighting fixtures, etc.)</i>					
<b>Dimensions:</b>							
Sign	Sign Size	Letter and Graphic Height (inches)	Sign Height (ft.)	Sign Area (sq. ft.)	Right-of-way Width (ft.) <i>for Façade Signs</i>	Colors	Location
1							
2							
3							
4							
5							

***Please attach a separate sheet for additional signs***

## APPLICATION CHECKLIST

**See Article 4 Development and Design Standards 10-4.10 Signs 10-4.10(C) Comprehensive Sign Plan (CSP) – City of Tamarac Land Development Code**

The following checklist is designed to assist the applicant in preparing the required materials for review. The application will **not** be accepted if all required items are not present at the time of submittal. The following items are required as part of a complete application:

- Y N N/A
- A completed City of Tamarac Comprehensive Sign Plan Application form.
  - Justification Letter (*explaining the intent of the overall signage plan*).
  - Property Owner Consent - Designation of Agent form (download from our website <https://www.tamarac.org/368/Planning-and-Zoning>). This form must be completed by the property owner. The form names that person who will represent the said application.
  - Proof of property ownership. (i.e. deed, property appraisers, or contract to purchase)
  - Local Publication Agency Fee Affidavit (download from our website <https://www.tamarac.org/368/Planning-and-Zoning>) – all legal advertisements will be processed by the City of Tamarac. Applicants will be billed at a later time for the cost of the legal advertisement in local print publication.
  - Application Fee - **\$1,200.00**

**\*\*INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED\*\***