



THE VILLAGE OF NORTH PALM BEACH
 COMMUNITY DEVELOPMENT DEPARTMENT
 420 U.S. HIGHWAY 1 • SUITE 21 • NORTH PALM BEACH, FLORIDA 33408
 PHONE 561.841.3365 • FAX 561.841.8242 • WWW.VILLAGE-NPB.ORG

SIGN ZONING APPLICATION

Submittal Date: _____ Property Address: _____

Applicant Name: _____ Business Owner Name: _____

Name of Business: _____

Business Address: _____

Name of Building/Plaza/Shopping Center: _____

Property Owner: _____

Owner Address: _____

Phone: (____) _____ Fax: (____) _____

Sign Contractor: _____

Contractor Address: _____

Phone: (____) _____ Fax: (____) _____

Email: _____

Description of Request: _____

New Sign / Sign Modification Fee: \$100 Date Fee Paid: _____

(Applies to new signs or structural sign modification requiring Planning Commission approval, but is not applicable to sign face change outs with no dimensional modifications)

Master Sign Concept: ___ Yes ___ No If Yes, Provide Current Copy (Attached: ___ Yes ___ No)

Does Request Include Modification to Master Sign Concept/Plan: ___ Yes ___ No

If Yes, Provide a Summary /Justification Statement (Attached: ___ Yes ___ No)

Is a building permit being submitted concurrently: ___ Yes ___ No

Sign Application Review Information By Sign Type
Provide the following information in your application and on signage plans as applicable
Is the Sign Illuminated : ___ Yes ___ No If Yes, provide details on the permit plans
All signage plans are required to be scaled and dimensioned to demonstrate that the proposed signage meets the code size requirements. Site Plan is required for all new signage. Existing signage can be marked on an aerial or survey.

Monument/Ground Sign
1. New or Existing Monument Sign: (provide dimensions for the overall sign)
2. Sign Face Area (width, height & total sq ft) for each of the following elements: name of the business, logo and nature of the business
3. Total Sign Face Area (width, height & total sq ft for combined sign face elements)
4. Sign Setback (ft) from property line
5. Required Landscaping (3ft around the entire base of the sign)
Wall Sign
1. New or Existing Wall Sign (provide dimensions for the overall sign)
2. Building Height (ft and stories)
3. Sign Height as installed to top of wall sign and distance from roofline (ft)
4. Building Setback (ft) from front property line
5. Sign Face Area (width, height & total sq ft) for each of the following elements: name of the business, logo and nature of the business
6. Total Sign Face Area (width, height & total sq ft for combined sign face elements)
Awning Sign (permitted on Northlake Boulevard in NBOZ only)
1. New or Existing Awning Sign (provide dimensions for the overall sign)
2. Building Height (ft and stories)
3. Sign Height as installed to top of wall sign and distance from roofline (ft)
4. Building Setback (ft) from front property line
5. Sign Face Area (width, height & total sq ft) for each of the following elements: name of the business, logo and nature of the business
6. Total Sign Face Area (width, height & total sq ft for combined sign face elements)
Window Lettering or Signage
1. New or Existing Sign: (If Existing, provide details and dimensions)
2. Proposed Signage (height, width & sq ft)
3. Total Window Glass Area (sq ft)
4. Maximum is 10% of window glass area, Does proposed signage comply?

Applications must be submitted & determined to be complete by Planning & Zoning staff no later than the FIRST FRIDAY OF THE MONTH prior to the requested Planning Commission meeting. Please also submit the following required documentation:

1. Electronic Copies of all submitted documentation, including the signed application, are required in a PDF file format
2. Statement of authority or written consent from Property Owner, if application is not signed by owner
3. Summary/Justification Statement:
 - a. Describes proposed request in detail;
 - b. Identifies any previously approved Master Sign Concept, Site Plan and Landscape Plan the applicant is proposing to modify as part of the application; and
 - c. Provides any relevant history of previous approvals for the property.

Two (2) sets of sign/wall/awning drawings in color, which are scaled and dimensioned to include:

1. Façade elevation drawing
2. Site plan for new ground sign
3. Front and side elevations of sign
4. Color names on drawing. (Color samples submitted at hearing)
5. Exterior surface treatment
6. Façade elevation to scale for wall/awning/window signs
7. Color photographs for all wall signs and for ground sign face changes

Signature(s) of property owner(s)

Print Name

Date

Note: Property owner signature REQUIRED if statement of authority and/or written consent is not attached. Statement of authority and/or written consent is required for all agents and/or applicants from the property owner.

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,

By means of physical presence / online notarization by:

(Name of person making statement).

Who is personally known to me ___ or has produced identification ___

Type of Identification produced: _____

(Signature of Notary)

{ NOTARY STAMP }