



## SIGN WAIVER APPLICATION CHECKLIST

- Pre-application Meeting: A pre-application meeting with a planner is required prior to submission.
- Application Processing: Applications and payments are only accepted online through [ProjectDox](#)
- Complete Application: Incomplete applications cannot be accepted.
- Application Fee: \$200
- Public Hearing Sign Bond: \$150
- Proof of Ownership: Warranty Deed or property appraiser's information from [www.bcpa.net](http://www.bcpa.net)
- Owner's Authorization Affidavit: If owned by a corporation an authorized agent registered with the State of Florida as listed on [www.sunbiz.org](http://www.sunbiz.org) must be the person that signs and the record from [www.sunbiz.org](http://www.sunbiz.org) must be provided. If the person signing is not listed as an authorized agent, then a corporate resolution showing that person is authorized to sign on behalf of the corporation may be provided.
- Survey: Signed and sealed Boundary Survey meeting the technical standards of the Florida Department of Professional Regulation, Board of Land Surveyors, no older than five (5) years, in pdf format that is a minimum 300 dpi that shows the following:
  1. The location of all existing structures, paved areas, and recorded easements on the property.
  2. Existing roadway details adjacent to the property including, but not limited to, rights-of-way, pavement widths, lane widths, markings, sidewalks, driveways (curb cuts), curbs and gutters, turn lanes, bus bays, medians, median openings, traffic signals and signal equipment, street lights, pull boxes, utility poles and utility equipment, drainage structures, and fire hydrants.
- Site Plan: Clearly drawn plan to a minimum scale of 1:20 that provides the location and the position of the proposed sign(s) relative to buildings, property lines, and/or other wall signs, as appropriate; maximum page size of 24" x 36" in pdf format that is a minimum 300 dpi. Hand drawings can only be accepted if they are professionally drafted.
- Sign Plan: Scale drawing showing the square foot area and dimensions of the sign structure as well as the sign face, copy to appear on sign, height of letters, colors, materials, lighting equipment, if any; maximum page size of 24" x 36" in pdf format that is a minimum 300 dpi. Hand drawings can only be accepted if they are professionally drafted.



## AFTER SUBMISSION

- Public Hearing Notices: A minimum of 14 days prior to a scheduled hearing, the applicant is responsible for mailing public notice to all property owners within 1,500 feet and posting public hearing signs on the property. (see Public Hearing Notice requirements for details)
- Proof of mailing and an affidavit: Evidence the mailing took place including postage receipts, sample letter and an affidavit attesting to the information must be submitted a minimum of 10 days prior to the scheduled hearing.
- Newspaper Advertisement: The applicant must reimburse the City for the cost of placing the required advertisement of the hearing in the newspaper.



## SIGN WAIVER APPLICATION

Subject Property Address: \_\_\_\_\_

Subject Folio Number(s): \_\_\_\_\_

Description of Request:

### AUTHORIZED AGENT INFORMATION

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### APPLICANT INFORMATION (IF DIFFERENT THAN THE PROPERTY OWNER)

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_



## SIGN WAIVER APPLICATION DETAILS

COMPLETE THIS FORM OR PROVIDE A LETTER THAT ADDRESSES ALL OF THE BELOW

Specific code section the waiver is being requested from and description of the request:

In order for the application to be considered by the Board of Adjustment, an applicant must prove that the request meets the criteria for granting a waiver. Below are the criteria from §39.19(B) of the City of Margate Code of Ordinances:

1. "There is something unique about the building or site configuration that would cause the signage permitted by this article to be ineffective in identifying a use or structure that would otherwise be entitled to a sign."



2. "The granting of a waiver is not contrary to the intent of the sign code, the aesthetics of the area, or does not create a nuisance or adversely affect any neighboring properties."

3. "Literal enforcement of this article would result in unreasonable and undue hardship upon the petitioner." (A mere economic disadvantage due to the owner's preference as to what they would like to do with the property is not sufficient to constitute a hardship entitling the owner to a variance.)



## OWNER'S AUTHORIZATION AFFIDAVIT

I hereby certify that I am the owner or authorized agent of the property located at

\_\_\_\_\_

being the subject property for this Sign Waiver application, and I hereby grant authorization to

\_\_\_\_\_ to file an application with the City of Margate for approval of the same.

If the application is denied, I understand that an appeal to the City Commission may be filed within 7 days via the City Clerk's office.

\_\_\_\_\_  
Print owner's or authorized agent's name

\_\_\_\_\_  
Signature of owner or authorized agent

Owner/Agent Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Owner/Agent Address: \_\_\_\_\_

STATE OF FLORIDA COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this day of \_\_\_\_\_, \_\_\_\_ (year), by \_\_\_\_\_ (print name of person making statement).

\_\_\_\_\_  
(Signature of Notary Public - State of Florida)

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known OR  Produced Identification

Type of Identification Produced \_\_\_\_\_



## PUBLIC HEARING SIGN AGREEMENT

Subject Property Address: \_\_\_\_\_

Subject Folio Number(s): \_\_\_\_\_

Pursuant to the requirements set forth in §31-55 of the Code of the City of Margate, Florida, the applicants(s) for the public hearing for the application described above do(es) hereby agree that failure to remove the sign(s) within two (2) business days following a final determination in the matter will result in the forfeiture of the \$150 collected by the City of Margate.

\_\_\_\_\_  
Print applicant's name

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Print applicant's title

\_\_\_\_\_  
Print applicant's organization/company

STATE OF FLORIDA COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this day of \_\_\_\_\_, \_\_\_\_ (year), by \_\_\_\_\_ (print name of person making statement).

\_\_\_\_\_  
(Signature of Notary Public - State of Florida)

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known OR  Produced Identification

Type of Identification Produced: \_\_\_\_\_



## SIGN WAIVER APPLICATION PROCESS

- Minimum 60 day process
- All timeframes are approximate and dependent on the meeting schedule
- No waiver of F.S. 166.033 will impact timeline

