



## GRAND OPENING SIGN CHECKLIST

- Application Processing: Applications and payments are only accepted online through [ProjectDox](#)
- Complete Application: Incomplete applications cannot be accepted.
- Application Fee: A refundable \$75 bond (fee) is collected to ensure the grand opening sign(s) is removed after the approved display period.
- Grand Opening Agreement: A signed agreement from the applicant acknowledging that the \$75 bond (fee) is forfeited if the grand opening sign(s) is not removed by the specified time.
- 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.
- Proof of Eligibility: Approval of the grand opening sign(s) must be obtained within 365 days of the issuance of the first local business tax receipt for a business at a new location, the transfer of an existing business, or the registration of a fictitious name with the Division of Corporations of the Florida Department of State. In the case of residential developments, within 365 days of the release of a model unit Certificate of Occupancy or upon issuance a new Local Business Tax Receipt for an apartment complex.
- Sign Plan: A color plan which illustrates the banner, feather banner(s), and / or inflatable sign with dimensions is required; 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.
- Site Plan: A clearly drawn plan to scale that shows the location of the banner, feather banner(s) and / or inflatable sign with the setbacks; 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.



## RESIDENTIAL DISTRICT GRAND OPENING SIGN INFORMATION

### BANNERS

Number: 1 maximum

Size: 16 sq. ft. maximum area

Location: Only allowed to be hung from the front of the building where the business is located.

Duration: 60 consecutive days maximum

### FEATHER BANNERS

Number: 3 maximum

Size: 35 sq. ft. maximum area; 17 feet maximum overall height, and 14 feet banner height

Location: Not permitted in any paved portion of a parking lot. Not allowed in a hazardous location (i.e. blocking view from a driveway).

Duration: 7 consecutive days maximum during the 60 day banner display period

### INFLATABLE SIGNS

Number: 1 maximum

Size: 25 feet maximum height

Location: Setback from right-of-way minimum  $\frac{1}{2}$  the height. Not permitted in any paved portion of a parking lot. Not allowed in a hazardous location (i.e. blocking view from a driveway).

Duration: 7 consecutive days maximum during the 60 day banner display period

### RESTRICTIONS

- No grand opening sign shall be permitted to be displayed in a hazardous location or condition.
- Any grand opening sign displayed without approval must be removed immediately.
- Maximum of 5 temporary signs of each type permitted per parcel



## NONRESIDENTIAL DISTRICT GRAND OPENING SIGN INFORMATION

### BANNERS

Number: 1 maximum

Size: 16 sq. ft. maximum area on buildings with building frontage up to 30 feet, on buildings with more than 30 of frontage 1 sq. ft. for each additional 2 feet of frontage is allowed.

Location: Only allowed to be hung from the front of the building where the business is located, may be installed up to the roof line or top of the parapet of the building.

Duration: 60 consecutive days maximum

### FEATHER BANNERS

Number: 3 maximum

Size: 35 sq. ft. maximum area; 17 feet maximum overall height, and 14 feet banner height

Location: Not permitted in any paved portion of a parking lot. Not allowed in a hazardous location (i.e. blocking view from a driveway).

Duration: 7 consecutive days maximum

### INFLATABLE SIGNS

Number: 1 maximum

Size: 25 feet maximum height

Location: Setback from right-of-way minimum  $\frac{1}{2}$  the height. Not permitted in any paved portion of a parking lot. Not allowed in a hazardous location (i.e. blocking view from a driveway).

Duration: 7 consecutive days maximum

### RESTRICTIONS

- No grand opening sign shall be permitted to be displayed in a hazardous location or condition.
- Any grand opening sign displayed without approval must be removed immediately.
- Maximum of 5 temporary signs of each type permitted per parcel (another business's display may limit the number a business may have)

### RE-OPENINGS

A business that is closed for a minimum of 10 days for either reorganization, renovation, or as a result of a declared emergency, is eligible for all grand opening sign allowances immediately prior to re-opening.



## GRAND OPENING SIGN APPLICATION

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

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

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

### 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: \_\_\_\_\_



## GRAND OPENING SIGN AGREEMENT

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

Location: \_\_\_\_\_

Pursuant to the requirements set forth in §39.7 of Appendix A, of the Code of the City of Margate, Florida, the applicants(s) for the Grand Opening Sign application described above do(es) hereby agree that the terms and conditions represented on the approved application will be complied with at all times and that failure to remove the items authorized by the application by the date(s) specified will result in the forfeiture of the \$75 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: \_\_\_\_\_



## 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 Grand Opening Sign application, and I hereby grant authorization to

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

\_\_\_\_\_  
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: \_\_\_\_\_