



Sign Permit - Information

Application Review Process:

Application Type	Step 1	Step 2	Step 3	Step 4	Step 5
Sign Permit	Submit Application	Staff Review	Staff Inspection		

APPLICATION SUBMISSION PROCESS: Upon reception of the **PAPER SUBMISSION** (see below) by Staff. Staff will review to ensure a complete submittal with 7 business days.

SUBMISSION: The following paper documents must be submitted:

ALL APPLICATIONS	One (1) completed application with original signatures.
	One (1) Affidavit (must be completed by the Landowner)
	One (1) Letter of Authorization (signed by the Landowner), <i>if the property is a condominium</i>
	Application Fee as established by the City Commission. Refer to Chapter 6 – Section. 6-10 – Enumeration of permit fees, regulations and inspection fees. Checks must be made payable to the “City of Lauderhill.”
	One (1) drawing showing the elevation of the proposed sign, to scale, with all appropriate dimensions including the square footage of the sign.
	A sketch or drawing showing the colors of the proposed sign
	One statement describing how the proposed colors conform to the plaza sign criteria or documentation supporting the colors of a logo sign.
	A site plan, sketch or drawing showing the location of the sign in the plaza including the location of other existing and proposed signs.
	Ground Signs: One (1) survey of the property
	Ground Signs: One (1) site plan, sketch or drawing showing the landscape improvements associated with the proposed construction.

TEMPORARY SIGNS:

Pennants, Balloons and hand held signs limited to 3 day permits, *except for businesses in first 6 month of operation may be permitted up to 10 days.*



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Sign Requirements

Schedule I. Sign Requirements

Sec. 3.0. - Sign development permit application process.

It shall be unlawful for any person or business to erect, alter, relocate or display within the City any sign or other advertising structure as defined in this Schedule without first obtaining a sign permit from the Chief Sign Official and paying the fee required by this Schedule. All illuminated signs shall, in addition, be subject to the provisions of the electrical code and the South Florida Building Code, Broward Edition, and the permit fees required thereunder. No permit shall be required for refurbishing a sign, provided copy, size, shape and form is not changed.

Sec. 5.0. - Mandatory signs.

- (a) All buildings within the city shall display their street address, in numerals or letters, or both, not less than three (3) inches in height. Said street address shall be displayed on each building so that said numerals and letters shall be visible from the street or right-of-way upon which said building faces at all times. Should a structure be subdivided into businesses or uses or both, each subdivided use shall have a separate address posted.
- (b) All businesses located within the city shall also display said street addresses on the rear entrances of their businesses in numerals or letters or both not less than three (3) inches in height which shall be readily visible to those who approach the rear entrance of said businesses. The chief sign official shall designate in written form all addresses for compliance with this section. Compliance with this section is a condition precedent to the issuance of a certificate of occupancy.

Sec. 6.0. - Prohibited signs.

The following signs shall neither be constructed, erected, placed, repaired, altered nor maintained within the City:

- (a) Advertising signs or sign structures except where specifically permitted in this Schedule.
- (b) Painted signs on a wall, except in the Commercial Warehouse (CW) and Light Industrial (IL) and zoning districts.
- (c) Billboards signs.
- (d) Flashing illuminated signs, including strobe lighting.
- (e) Moving, rotating or animated signs, except a time and temperature unit.
- (f) Signs in public rights-of-way, except for information signs installed under the direction of a Federal, State, County or City agency.
- (g) Pole signs.
- (h) Roof signs.
- (i) Permanent portable signs, except for political signs and hand held signs.
- (j) Reserved.
- (k) Signs projecting in excess of eighteen (18) inches from the structure upon which they are constructed.
- (l) Real estate signs in excess of the size permitted in this Schedule.
- (m) Bare bulb signs.
- (n) Permanent inflatable signs except for temporary inflatable signs.
- (o) Snipe signs.
- (p) Banner signs, except as permitted in paragraphs 9.0(i)(6), 8.0(a)(6), 7.0(j)(2), and 8.0(a)(7).
- (q) Off-site commercial signs in excess of twenty-four (24) square feet, and unless specifically permitted in this Schedule.
- (r) Window signs in excess of forty (40) percent of the total glass area.
- (s) Illuminated outlines of windows.
- (t) Any sign that substantially impedes visibility to the cash register area or interior of store as seen at seated or standing level from a pathway parallel to any facade allowing visibility into the establishment.
- (u) Searchlights or any lighting not an integral part of an allowable sign that is designed or functions to attract attention rather than for required and approved illumination of a premises.
- (v) Any sign not specifically listed as an allowable sign.
- (w) Dynamic display signs, except window signs meeting the standards and requirements of Subsection 8.(b)3.f., Sections 15 and 16 and scoreboard signs in the Regional Park and Local Park zoning districts meeting the standards and requirements of Sections 15 and 16.