



Master & Blanket Sign Program Application Development Services



- Master Sign Program \$500.00
- Amendment to Master Sign Program \$250.00
- Blanket Sign Program \$250.00
- Amendment to Blanket Sign Program \$150.00

Project Information:

Address: _____

Brief Description of Project: _____

Application Information:

Applicant

Name: _____

Mailing Address: _____

Phone: _____ E-Mail: _____

Authorized Agent:

Name: _____

Mailing
Address: _____

Phone: _____ E-Mail: _____

Property Owner:

Address : _____

Property Control Number (PCN): _____

Zoning District: _____

Electronic Submittals: ALL application submittals must include a digital copy of the entire submittal package on either a CD or jump/flash drive. If additional information and/or revisions are required, then a complete and updated digital copy must also be included.



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It takes approximately two (2) to four (4) weeks for a modification to be processed, depending upon the number of comments made by staff and the time required by the applicant to submit revisions.

Application Materials and Submittal Checklist:

All items must be submitted on a digital copy or flash drive.

Master Sign Program

Draft of Master Sign Program which should include proposed signage, alignment, sizes, maximum/minimum letter heights, styles, font(s), color(s), types, and materials.

Building elevations showing locations of proposed signage.

Survey or site plan for location of monument sign(s).

Two copies of the Master Sign Program

Two Copies of colored elevations of the Master Sign Program

Two Copies of color samples of proposed signage

Amendment to a Master Sign program

Must complete and submit a sign permit

Two copies of proposed signage (elevations)

Photographs of exiting sign(s) on site

Blanket Sign Program

Draft of Blanket Sign Program which should include proposed signage, alignment, sizes, maximum/minimum letter heights, styles, font(s), color(s), types, and materials.

Building elevations showing locations of proposed signage.

Survey or site plan for location of monument sign(s).

Two copies of the Blanket Sign Program

Two Copies of colored elevations of the Blanket Sign Program

Two Copies of color samples of proposed signage

Amendment to a Blanket Sign Program

Must complete and submit a sign permit

Two copies of proposed signage (elevations)

Photographs of exiting sign(s) on site

Other materials may be requested by the Development Services Department



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OWNER'S CONSENT

(This form must be completed by **ALL** property owners)

I _____, the fee simple owner of the following (Owner's Name)

described property (give legal description): _____

hereby petition to the City of Delray Beach for Master Sign/Blanket Sign program approval for: _____

(Project File)

I certify that I have examined the application and that all statements and diagrams submitted are true and accurate to the best of my knowledge. I consent to inspection and photographing of the subject property by the Planning and Zoning Department Staff for purposes of consideration of this application and/or presentation to the approving body. Further, I understand that this application, attachments and fees become part of the Official Records of the City of Delray Beach, Florida, and are not returnable.

Owner's Signature)

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ___ day of _____, 20__, by _____
(name of person acknowledging).

Personally known ___ OR Produced Identification
Type of Identification Produced _____

(Printed Name of Notary Public)

(Signature of Notary Public)

Commission # _____, My Commission Expires _____

(NOTARY'S SEAL)



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OWNER'S DESIGNATION OF AGENCY

(This form must be completed by **ALL** property owners if designating an Agent)

I _____, the fee simple owner of the following
(Owner's Name)

described property (give legal description): _____

hereby affirm that _____
(Applicants/Agent's Name)

is hereby designated to act as agent on my behalf to accomplish the above.

I certify that I have examined the application and that all statements and diagrams submitted are true and accurate to the best of my knowledge. Further, I understand that this application, attachments and fees become part of the Official Records of the City of Delray Beach, Florida, and are not returnable.

(Owner's Signature)

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ___ day of _____, 20___, by _____
(name of person acknowledging).

Personally known ___ OR Produced Identification
Type of Identification Produced _____

(Printed Name of Notary Public)

(Signature of Notary Public)

Commission # _____, My Commission Expires _____

(NOTARY'S SEAL)