

# Memo

**To:** Community Appearance Board Applicants

**Re:** Gas Station Pole Signs

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In order to submit an application package for the Community Appearance Board, the application **MUST** have **All** of the following:

\_\_\_ 1. Identical color photographs (must be either 35 mm or digital) mounted on the appropriate sheets. Fifteen (15) color photographs of each sheet is required.

\_\_\_ 2. Fifteen samples of the Materials to be used (e.g. paint chips, canopy material)

\_\_\_ 3. Property Owner notarized affidavit approving the application

\_\_\_ 4. Diagram of Proposed Sign Diagram of Proposed Sign superimposed onto the building façade/window to depict the actual color and size. Include all dimensions and colors.

\_\_\_ 5. A copy of the survey showing the location of the sign to scale

\_\_\_ 6. Completed sign permit application from the sign contractor with 2 sets of signed and sealed engineering drawings. If the sign has electric, an electrical application will be required.

\_\_\_ 7. Payment- One application is \$50, each additional application for the same business is \$25.

FOR YOUR INFORMATION, THE FOLLOWING ARE THE CODE SECTIONS PERTAINING TO POLE AND MONUMENT SIGNS:

Sec. 42-539. Gas service stations (a) Pole sign at service stations may disregard the interior side setback requirements. The clear distance between the bottom of the sign and the established grade elevation of the property shall be at least nine feet.

(b) Price signs at service stations shall be placed on the pole sign. The maximum area of a price sign shall not exceed 15 square feet per sign face. If this sign shall be required by state law, then no permit fee, required in section 42-510, shall be charged.

(c) Gas service stations shall be authorized additional signs not to exceed eight square feet per service island in order to provide information to the public regarding price, type of fuel, octane rating, safety information, or to direct traffic.

City of Lighthouse Point  
 Community Appearance Board  
**Pole Sign for Gas Station Application**

Applicant:	
Business Name:	
Address:	
Phone Number:	Fax Number:
Lineal Footage of Property:	
Lineal Footage of Business:	
Type of Sign:	
Distance from normal ground level to the base of the sign:	
Distance from normal ground level to the top of the sign:	
Size of the cabinet:	
Size of the Price portion of the sign:	
Size of the name portion of the sign:	
Wording:	
Size of all letters:	
Style:	
Color:	
Materials:	
Mounting Details:	

Photographs of Proposed Sign Location  
(only 35mm or digital photographs will be accepted.)

Photographs of Existing Building Signs in the Same Shopping Center  
Or of Signs on Adjacent Properties  
(only 35mm or digital photographs will be accepted.)

Diagram of Proposed Sign  
(Include Size of Sign and Letter Size, Style, and Color)

Complete one or more of the following that relates to your request. Print name and circle the correct choice when indicated.

**Tenant or Owner Affidavits**

(If tenant, then owner must sign the owner affidavits listed below)

I, \_\_\_\_\_, being first duly sworn, depose and say that I am the owner/tenant of the property described herein and which is the subject matter of the proposed meeting; that all the answers to the questing in this application and all supplemental data attached to and made part of the application are honest and true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

Sworn to and subscribed to before me this \_\_\_ day of \_\_\_\_\_ by \_\_\_\_\_ who is ( ) personally known to me or ( ) has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

Commission expires: \_\_\_\_\_

**Corporation Affidavits**

I, \_\_\_\_\_, being first duly sworn, depose and say that we are the President/Vice President, and Secretary/Ass't Secretary of the aforesaid corporation, and as such, have been authorized by the corporation to file this application and all supplemental data attached to and made a part of this application are honest and true to the best of our knowledge and belief, that said corporation is the owner/tenant of the property described herein and which is the subject matter of the proposed meeting.

\_\_\_\_\_  
Signature

Sworn to and subscribed to before me this \_\_\_ day of \_\_\_\_\_ by \_\_\_\_\_ who is ( ) personally known to me or ( ) has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

Commission expires: \_\_\_\_\_

**Owner/Power of Attorney Affidavit**

I, \_\_\_\_\_, being duly sworn, depose and say that I am the Owner of the described real property and that I am aware of the nature and effect the request for \_\_\_\_\_ relative to my property, which is hereby made by me or I am hereby authorizing \_\_\_\_\_, to be my legal representative before the Community Appearance Board.

\_\_\_\_\_  
Signature

Sworn to and subscribed to before this \_\_\_ day of \_\_\_\_\_ by \_\_\_\_\_ who is ( ) personally known to me or ( ) has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

Commission expires: \_\_\_\_\_