



City of Pompano Beach  
Department of Development Services  
Planning & Zoning Division

100 W. Atlantic Blvd Pompano Beach, FL 33060  
Phone: 954.786.4679 Fax: 954.786.4666

## AAC Sign Application

### Master Sign Program

**DEADLINE:** Initial paper submission and fee must be received by 5:00 PM on the day of the deadline. *Electronic file submission must be uploaded into the ePlan system within 24 hours of this deadline.* Refer to the "Meeting Schedules and Deadlines" document provided on the City's website for submission deadlines. **To ensure quality submittal, this project will only be added to the AAC Agenda when a complete submission has been uploaded into the ePlan system. If a complete submission is not uploaded by the deadline, the application will be rejected via email.**

#### Application Review Process:

Application Type	Step 1	Step 2	Step 3
AAC Sign Application	Pre-Application Meeting with a Planner	AAC Review	Development Order from the AAC

After receipt of Architectural Appearance Committee approval, the applicant may apply for building permits. A separate permit is required for each individual sign.

**APPLICATION SUBMISSION PROCESS:** Upon reception of the **PAPER SUBMISSION** (see below) at the Zoning Inquires counter, an email will be sent to the agent with a link to ePlan where all project drawings and documents listed in the **DIGITAL SUBMISSION** section (see below) shall be uploaded.

**PAPER SUBMISSION:** The following paper documents are to be submitted to the Planning & Zoning Department:

<b>PAPER</b>	<input checked="" type="checkbox"/> One (1) completed application with original signatures. (pg. 2)
	<input type="checkbox"/> Agent authorization letter (if applicable)

**DIGITAL SUBMISSION:** The following digital documents are to be uploaded directly to Electronic Plan Review (ePlan):

<b>ePLAN</b>	<input checked="" type="checkbox"/> Current survey showing all existing conditions of the site, including easement and the survey date.
	<input checked="" type="checkbox"/> Narrative with project specifics including a full description of the proposed sign program (PDF).
	<input checked="" type="checkbox"/> Legal Description (Digital copy in WORD).
	<input checked="" type="checkbox"/> Digital Plans* (see below).

**\*SIGN PACKAGE:** Must include the following:

<input checked="" type="checkbox"/>	Renderings of the existing façade in color.
<input checked="" type="checkbox"/>	Dimensions of the Façade and proposed sign.
<input checked="" type="checkbox"/>	Sign drawings in color.
<input checked="" type="checkbox"/>	Construction details, including a section of the sign & method of attachment.
<input checked="" type="checkbox"/>	Material and color callouts on the plans. Include manufacturer, name, and product number.

**Material and color samples must be submitted before the meeting for staff review.**

# AAC

PZ18-12000030

07/06/2021





City of Pompano Beach  
Department of Development Services  
Planning & Zoning Division

P&Z#: 18-12000030

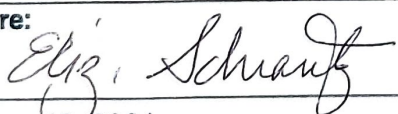
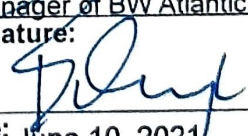
100 W. Atlantic Blvd Pompano Beach, FL 33060

**AAC Sign Application**

Phone: 954.786.4679 Fax: 954.786.4666

Master Sign Program		
Street Address: 1 N Andrews Ave	Folio Number: 48423446001 0	Zoning District: I-1

Project Data	
Project Name:	Wawa - Atlantic Ave and Andrews Blvd
Applicant's Request:	3 Ground Mounted Monument Signs 4 Wall Signs Please see Project Narrative for Additional Information.
Related Case Number(s) (ex: Site Plan, Building Permit):	18-12000030

Owner's Representative or Agent	Landowner (Owner of Record)
Business Name (if applicable): Dunay, Miskel and Backman, LLP	Business Name (if applicable): BW Atlantic Andrews, LLC
Print Name and Title: Matthew Scott, Esq.Br Beth Schrantz, Land Planner	Print Name and Title: Bradford Douglas, President of Brightwork Real Estate, Inc, Manager of BW Atlantic Andrews, LLC
Signature: 	Signature: 
Date: June 10, 2021	Date: June 10, 2021
Street Address: 14 SE 4th Street, Suite 36	Street Address: 3708 W Swann Avenue #200
Mailing Address City/ State/ Zip: Boca Raton, FL 33432	Mailing Address City/ State/ Zip: Tampa, FL 33609
Phone Number: (561) 405-3350   (786) 763-0565	Phone Number: Please contact agent.
Email: mscott@dmbblaw.com   bschrantz@dmbblaw.com	Email: Please contact agent.
Email of ePlan agent (if different): bschrantz@dmbblaw.com	

**AAC**

PZ18-12000030

07/06/2021