



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:

PAPER	<input 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):

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

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

<input type="checkbox"/>	Renderings of the existing façade in color.
<input type="checkbox"/>	Dimensions of the Façade and proposed sign.
<input type="checkbox"/>	Sign drawings in color.
<input type="checkbox"/>	Construction details, including a section of the sign & method of attachment.
<input 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



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P&Z#: _____

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Street Address: 2301-2313 N Federal Highway Pompano Beach Florida 33434	Folio Number: 484330290010	Zoning District B-3 General Business (11-05)

Project Data	
Project Name:	Palm Plaza
Applicant's Request:	Master Sign Plan Application for Hibiscus Plaza
Related Case Number(s) (ex: Site Plan, Building Permit): N/A	

Owner's Representative or Agent	Landowner (Owner of Record)
Business Name (if applicable): Glen Welden & Associates, LLC	Business Name (if applicable): Hibiscus Plaza LLC
Print Name and Title: Glen Welden, President	Print Name and Title: Daniel M. Landis Registered Agent
Signature: 	Signature: 
Date: 07/02/24 25 	Date: 07/02/24 25 
Street Address: 3200 N Federal Highway Suite 206-09	Street Address: 7777 GLADES RD # 403 BOCA RATON, FL 33434-4194
Mailing Address City/ State/ Zip: Boca Raton Florida 33431	M (Property Landowner's Mailing Address City/ State/ Zip) 7777 GLADES RD # 403 BOCA RATON, FL 33434-4194
Phone Number: 864-353-8026	Phone Number: 561-391-5676 5506 
Email: gwadesign@gmail.com	Email: hibiscusplaza@gmail.com
Email of ePlan agent (if different):	

AAC