



Hover form fields for instructions.

DESIGNER SIGN PRE-APPROVAL APPLICATION

APPLICANT INFORMATION

Sign Company _____

Applicant Name _____

Telephone _____ Email _____

PROJECT INFORMATION

Project Name/Description _____

Project Address _____

Folio # _____

Estimated Project Cost (+/- 10% of actual cost) _____

Business Owner Name _____

Business Owner Phone _____ Email _____

SUBMITTAL CHECKLIST

The city has a Commercial Designer Sign Manual that provides detailed information on designer signs which can be used as a reference guide through the pre-approval process. Please be sure to utilize this manual prior to seeking pre-approval for a designer sign. Failure to submit the following information may result in the delay of the review of your project.

- | | |
|---|--|
| <input type="checkbox"/> Overall Site Plan Indicating Sign Location | <input type="checkbox"/> Detailed Section Drawing of Letters <u>and</u> Logo |
| <input type="checkbox"/> Width of Right-of-Way | <input type="checkbox"/> Color Photographs |
| <input type="checkbox"/> Setback from the Property Line | <input type="checkbox"/> Subject Building |
| <input type="checkbox"/> Building Architectural Elevations (to Scale) | <input type="checkbox"/> Subject Sign Area |
| <input type="checkbox"/> Dimensioned Sign Band Area | <input type="checkbox"/> Adjacent Signs (if Applicable) |
| <input type="checkbox"/> Dimensioned Letter/Logo Heights & Widths | <input type="checkbox"/> Letter of Approval from Property Owner/Manager |
| <input type="checkbox"/> Square Footage of Sign/Logo | <input type="checkbox"/> Copy of Business Tax Receipt or Application |

TO BE COMPLETED BY CITY STAFF:

Accepted By: _____ Date: _____ Project #: _____

CITY OF CORAL SPRINGS, FLORIDA • COMMUNITY DEVELOPMENT DIVISION

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