



Community Development Department – Planning Division  
1601 NW 136 Avenue, Sunrise, FL 33323 P: 954.746.3270 F: 954.746.3287

## **CHECKLIST FOR SIGN WAIVER APPLICATION**

### **PLEASE NOTE:**

YOU ARE REQUIRED TO HAVE A PRE-APPLICATION MEETING PRIOR TO SUBMITTAL. CALL COMMUNITY DEVELOPMENT AT (954) 746-3286 TO SCHEDULE AN APPOINTMENT. SUBMITTALS ARE NOT ALLOWED ON THE SAME DAY AS THE PRE-APPLICATION MEETING. APPLICATION FEES MUST BE PAID IN FULL AT TIME OF SUBMITTAL.

### **Items required for submittal:**

1. Application for Sign Waiver Approval, executed by property owner (1 original and 11 copies).
2. Check or money order made payable to the City of Sunrise, in the amount indicated by the CITY OF SUNRISE FEE SCHEDULE, [FEE SCHEDULE](#)
3. Twelve (12) signed and sealed copies of the proposed plans drawn to scale, showing the design of the sign, including dimensions, sign size, method of attachment, source of illumination, colors, and showing the relationship to any building or structure to which it is proposed to be installed or affixed.
4. Twelve (12), signed and sealed copies of a site plan drawn to scale, indicating the location of the sign relative to property lines, rights-of-way: streets, easements, sidewalks, and other buildings or structures on the premises, and twelve (12) copies of a current property survey. All plans are to be folded to their maximum ability, with the title block facing outwards.
5. Letter from the applicant describing the request and, if the applicant is not the property owner, a notarized letter from the property owner consenting to the request (1 original and 11 copies).
6. Twelve (12) sets of photographs, which indicate the proposed sign location.

### **Items required for re-submittal:**

1. When submitting revisions, the applicant is required to provide a list of responses to all Staff comments. This list must be attached to the front of all submitted sets of plans.
2. The applicant must submit new plans. If page numbers have been changed or added, this must be noted in the list of responses.

Denials made by the Planning and Zoning Board may be appealed, in writing, to the City Commission within fifteen (15) days of the Planning and Zoning Advisory Board written notice of denial. The applicant's and or authorized agent's presence is required at all meetings.

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**COMMUNITY DEVELOPMENT DEPARTMENT**  
1601 NW 136 Avenue, Building A, Sunrise – Florida 33323  
(954) 746-3270      AskZoning@sunrisefl.gov



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**APPLICATION FOR SIGN WAIVER**

1. Name of Business \_\_\_\_\_  
Name of Applicant \_\_\_\_\_  
Name of Company \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
Email Address \_\_\_\_\_

Contact Person/Agent _____
Company Name _____
Address _____
Telephone No. _____ Cell No. _____ Fax No. _____
Email Address _____
<b>(IF AGENT, SUBMIT LETTER OF AUTHORIZATION)</b>

2. Name of Property Owner \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Email Address \_\_\_\_\_

3. Legal Description of Property Covered by this Application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Address or Location of Subject Property

\_\_\_\_\_

5. Folio Number \_\_\_\_\_

Zoning: \_\_\_\_\_ Sq. Ft. of Building: \_\_\_\_\_

6. Is this hearing being requested as a result of a violation notice or summons? Yes\_\_ No\_\_

If yes, in whose name was the violation or summons notice served?

Nature of violation \_\_\_\_\_

\_\_\_\_\_

**For Office Use Only:**

Staff Reviewer \_\_\_\_\_

- Application (1 original, 11 copies)
- Fee \_\_\_\_\_
- Site Plan (12) Signed and sealed \_\_ Folded \_\_
- Sign Details (12)
- Photographs (12)
- Applicant Request Letter (1 original, 11 copies)
- Property Owner Consent Letter (1 original, 11 copies)

**DISCLOSURE OF OWNERSHIP AFFIDAVIT**

All owners, must separately complete this affidavit and list their name, business address and percentage of ownership of any owner of the real property that is the subject matter of this application. All parties who have a financial interest, either directly or indirectly, in the subject real property, including but not limited to, all shareholders, beneficiaries to a trust, partners to any partnership agreement, and members of an investment group involving local participation must provide a separate affidavit.

The undersigned hereby represents that he/she is an owner of the subject property and that the names, addresses, and ownership percentages of each owner are set forth below:

Property Owner Name, Business Address and Ownership Percentage

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Property Address/Legal Description

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

State of \_\_\_\_\_,

County of \_\_\_\_\_:

Sworn and subscribed to before me, a Notary Public, by \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, who is either personally known to me or who has produced \_\_\_\_\_ as identification.

My Commission Expires:

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_

Print Name: \_\_\_\_\_