



CITY OF COCOA BEACH
 P.O. Box 322430 Cocoa Beach, FL 32932-2430
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APPLICATION FOR UNIFORM MASTER SIGN PLAN

Sign Plan (090)

Review by the City Commission/No fee required.

Case# _____ Date _____

Applicant Information: (Please Print or Type)

NOTE: Seven (7) copies required, unless otherwise indicated.

“CBC” indicates Cocoa Beach Code. “LDC” indicates Land Development Code.

Applicant/Agent and Address: _____

Business Phone: _____ **Business Fax:** _____

Owner Name, Address, Phone: _____

E-Mail Address: _____ [Recommended]

Project Name: _____

Project Address: _____

Zoning: _____ **Future Land Use:** _____

Required Application Documents: Proof of Ownership _____ Notarized Authorization _____
 Survey _____

Legal Description provided as:

(a) Platted: Plat Book _____ Page _____ Tract _____ Unit _____ Block _____

Lots: _____

(b) Metes and Bounds (attached): _____

NOTICE: An approval of the request made in this application does not entitle the owner to a development permit. All requirements of City Code and LDC, must be met and are applied to any application for, or processing of, a development order or development permit.

This application was prepared and approved with the full knowledge and consent of the undersigned (Owner) _____, and is a full and complete representation of the proposed actions/development of the subject property. The Owner authorizes the agent (Agent) _____ to pursue this request for zoning and/or building/planning review. The Owner further authorizes City Staff, as necessary, reasonable right of entry to the subject premises, for review purposes, based upon this application.

Date _____ **Signature of Owner** _____

Subscribed before me this _____ day of _____,

Personally known _____, or produced identification _____

Signature of Notary: _____

APPLICATION CHECKLIST

SUBMITTAL DOCUMENTS:

Pursuant to Land Development Code (LDC) Section 5-24-Uniform Master Sign Plan Requirements

_____ Copy of “Project Narrative” indicating:

- a) Nature and extent of business proposed
- b) Previous use of the land
- c) Size of tenant space/square footage of all structures

_____ Plot/Site Plan

The plan must illustrate locations of buildings, parking lots, driveways, existing and proposed signs, and landscaped areas.

Pursuant to LDC Section 5-24 (B) (c and d), Plan must illustrate:

- a) Table of all existing signs: type and area.
- b) Table of all proposed signs: type, area, height, and the area calculations must be illustrated on plan or sketch.
- c) Calculations of the maximum allowable sign areas allowed on the site.
- d) Any other information pertinent to the site.

Pursuant to LDC Section 5-24(E) (5):

The Plan must establish a common theme or design, use similar construction methods, compatible colors, lettering style, symbols and scale. The Plan must be provided and approved prior the issuance of any one permit.

- a) Table of all proposed signs: type, area, height, and the area calculations must be illustrated on plan or sketch.
- b) Photos of signs on property.
- c) A written description of construction methods and materials.