



**SIGN SPECIAL EXCEPTION  
SUBMITTAL CHECKLIST**

**CITY COUNCIL: (14 sets)**

- Submit 14 sets of all information listed below with the application on top. Please contact the Planning and Zoning Department at 954-797-2225 if you have any questions.
- Plan size submitted shall not exceed 24" X 36" and must be submitted in collated and folded sets. Oversized, uncollated, or rolled plans will not be accepted.
- All sets of plans shall be signed and sealed.
- For presentation before City Council, submit (2) disks containing all plans and documentation in a PDF format.

**Meet with a Zoning Department staff member prior to submittal \_\_\_\_\_**

**Development Review Application \_\_\_\_\_**

**Fee Calculation Form (1 original) and Fee \_\_\_\_\_**

**Letter of Intent \_\_\_\_\_**

**Notice to Proceed \_\_\_\_\_**

**Verification of ownership \_\_\_\_\_**

**Survey and/or Site plan \_\_\_\_\_  
(Showing location of proposed signage)**

**Legal description of property involved on CD or email in word format**

**Written responses to special exception criteria contained in Section 22-11  
of the Code\* \_\_\_\_\_**

**\* Provide responses on a CD or email in WORD format.**

**Detailed construction drawings sealed by a registered engineer or architect \_\_\_\_\_  
(Indicating the type of construction, typical sections, material and color finishes, sign  
elevations).**

**Landscape Plan (for monument signs only) \_\_\_\_\_**