



MIAMI SHORES VILLAGE
DEPARTMENT OF PLANNING & ZONING
10050 NE 2nd Avenue
Miami Shores FL 33138-2304
www.miamishoresvillage.com
David A. Dacquisto AICP, Director

Main Number: 305-795-2207

Fax Number: 305-756-8972

MIAMI SHORES VILLAGE

PLANNING BOARD APPLICATION SITE PLAN APPROVAL SIGNS

All signs require site plan review by the Village of Miami Shores Planning Board. No building permit will be issued for a sign before a site plan for the sign is approved by the Planning Board.

Applications for site plan approval shall be submitted to the Planning and Zoning Department. The application must be accompanied by the \$25.00 (fee payable to Miami Shores Village). Please ensure that the application is complete and accurate. In order to be accepted for processing, the application must be accompanied by all required information and submittals.

The site plan will be presented for review and consideration at a public hearing of the Village of Miami Shores Planning Board at which time the Planning Board may Approve, Deny or Table the request for future consideration.

Signs are regulated by the Village of Miami Shores, Code of Ordinances, Appendix A Zoning. Signs are defined under Article I, Sections 239 and 240, and are regulated under Article V, Section 504.

See Attachments for examples of sign detail requirements.

PLEASE NOTE: Staff reports and agendas will not be mailed to applicants, they may be found by following the link at www.miamishoresvillage.com. After the hearing, the final decision of the Planning Board may be found by going to the Agenda and clicking on Development Order for the agenda item you are interested in.

A. ADDRESS OF PROPERTY AND PROPERTY INFORMATION

To be filled out by applicant, information available: www.miamidade.gov/pa/property_search.asp

Property Address:	
Folio Number:	

B. APPLICANT INFORMATION SHEET

Contact Information

Please Print or Type

Property Owner's Name			
Address, City, State, Zip			
E-mail Address			
Phone Number Day		Cell Number	
Fax Number			
Name of Applicant: If different from owner. (indicate with N/A if not applicable)			
Address, City, State, Zip			
E-mail Address			
Phone Number Day		Cell Number	
Fax Number			
Name of Agent: If different from owner and applicant. (indicate with N/A if not applicable)			
Address, City, State, Zip			
E-mail Address			
Phone Number Day		Cell Number	
Fax Number			

IMPORTANT: THE APPLICANT OR AUTHORIZED REPRESENTATIVE MUST ATTEND THE HEARING TO PRESENT THE PROPOSAL

C. EXHIBITS AND DATA TO BE SUBMITTED WITH THE APPLICATION

SIGN PERMIT APPLICATION

- a) **WALL SIGNS:** The applicant for a wall sign permit must provide the following information in addition to the exhibits and information required by the Planning and Zoning Application:
- i) An original and seven (7) copies of each document must be provided to have a complete application.
 - ii) Complete building permit application for the sign.
 - iii) Color pictures of building from all sides on 8.5" X 11" sheet.
 - iv) Sign detail, type, dimensions, etc. Color of letters, cabinet, and pole.
 - v) Elevations of the front of the building and all sides where signs will be located. Elevations must show:
 - (1) Height of building.
 - (2) Width of front space occupied by tenant.
 - (3) Height of letters.
 - (4) Width of letters.
 - (5) Outside dimensions of sign, width and height.
 - (6) Color of all letters, should match other sign lettering on building.
 - (7) Sign style, should match other sign lettering on building.
- b) **DETACHED SIGNS:** The applicant for a detached sign permit must provide the following information in addition to the exhibits and information required by the Planning and Zoning Application:
- i) An original and seven (7) copies of each document must be provided to have a complete application.
 - ii) Complete building permit application for the sign.
 - iii) Color pictures of building from all sides on 8.5" X 11" sheet
 - iv) Sign detail, type, dimensions, etc.
 - v) Elevations of the sign which show:
 - (1) Height of sign, measured from ground to topmost part of sign.
 - (2) Height and width of cabinet.
 - (3) Height and width of all letters.
 - (4) Color of letters, cabinet and pole.
 - vi) Site plan:
 - (1) Identifying the location of the proposed sign.
 - (2) Sign setbacks from the street, driveways and parking aisles.
 - (3) Location of other detached signs on the site.
 - vii) Seven (7) copies (one original) of a survey of the property within the last five years at a 1'=20 or 1'=30 or 1' = 40 scale.

CONSENT FOR INSPECTION OF PROPERTY

I, _____, the owner or authorized agent for the owner of the premises located at _____ do hereby consent to the inspection of said premises by an employee of Miami Shores Village, Florida, in conjunction with an application for _____, without further notice.

Dated this _____ day of _____.

OATH OR AFFIRMATION

STATE OF FLORIDA, COUNTY OF MIAMI-DADE:

Sworn to (or affirmed) and subscribed before me this _____ day of _____, by.

Signature of Owner or Authorized Agent

Telephone Number

Print Name

NOTARY SEAL:

Signature of Notary Public – State of Florida

Name of Notary Typed, Printed, or Stamped

(Please check one)

- Personally known to me; or
- Produced identification.

Type of Identification Produced: _____.

OWNER'S AFFIDAVIT OF CONSENT AND DESIGNATION OF AGENCY

I/We _____ as Owner(s) of Lot(s) _____, Block _____, Sections _____, Plat Book and Page Located at _____ desire to file an application for a public hearing before the Planning and Zoning Board and I/WE understand and agree with the following:

- 1) That the Planning and Zoning Board will table or may deny the application if the applicant is not present at the hearing.
- 2) That it is the responsibility of the applicant to submit a complete true and correct application before a hearing will be scheduled before the Planning and Zoning Board.
- 3) That the submittal of inaccurate or false information will result in an incomplete application, tabling or denial of the application or revocation of any Board approvals.
- 4) That the requirements of the Village Code, Miami-Dade County, the South Florida Building Code, and other government agencies may affect the scheduling of a hearing and the ability to obtain/issue a permit for the proposal.
- 5) That the proposal and plans submitted must be compliant with the Village Code and that any plan that fails to comply with code requirements and for which no exception exists, must be corrected to comply with the Village Code prior to the public hearing.
- 6) The undersigned owner(s) and applicant(s) certifies under penalties of perjury that all the statements contained in this application, including any statement attached to the application or any papers or plans submitted herewith are true and correct.

I/We as the owners of the subject property: (Please check one)

- Do hereby authorize _____ to act on my/our behalf as the applicant.
- Will on my/our own behalf act as applicant(s), and make application in connection with this request for a public hearing before Village Council.

OATH OR AFFIRMATION

STATE OF FLORIDA, COUNTY OF MIAMI-DADE:

Sworn to (or affirmed) and subscribed before me this _____ day of _____, by.

Sworn to (or affirmed) and subscribed before me this _____ day of _____, by.

Signature of Owner(s)

Signature of Authorized Applicant(s) or Agent(s)

Print Name

Print Name

Signature of Notary Public-State of Florida

Signature of Notary Public-State of Florida

Name of Notary Typed, printed or stamped

Name of Notary Typed, printed or stamped

NOTARY SEAL :

NOTARY SEAL :

(Please check one)

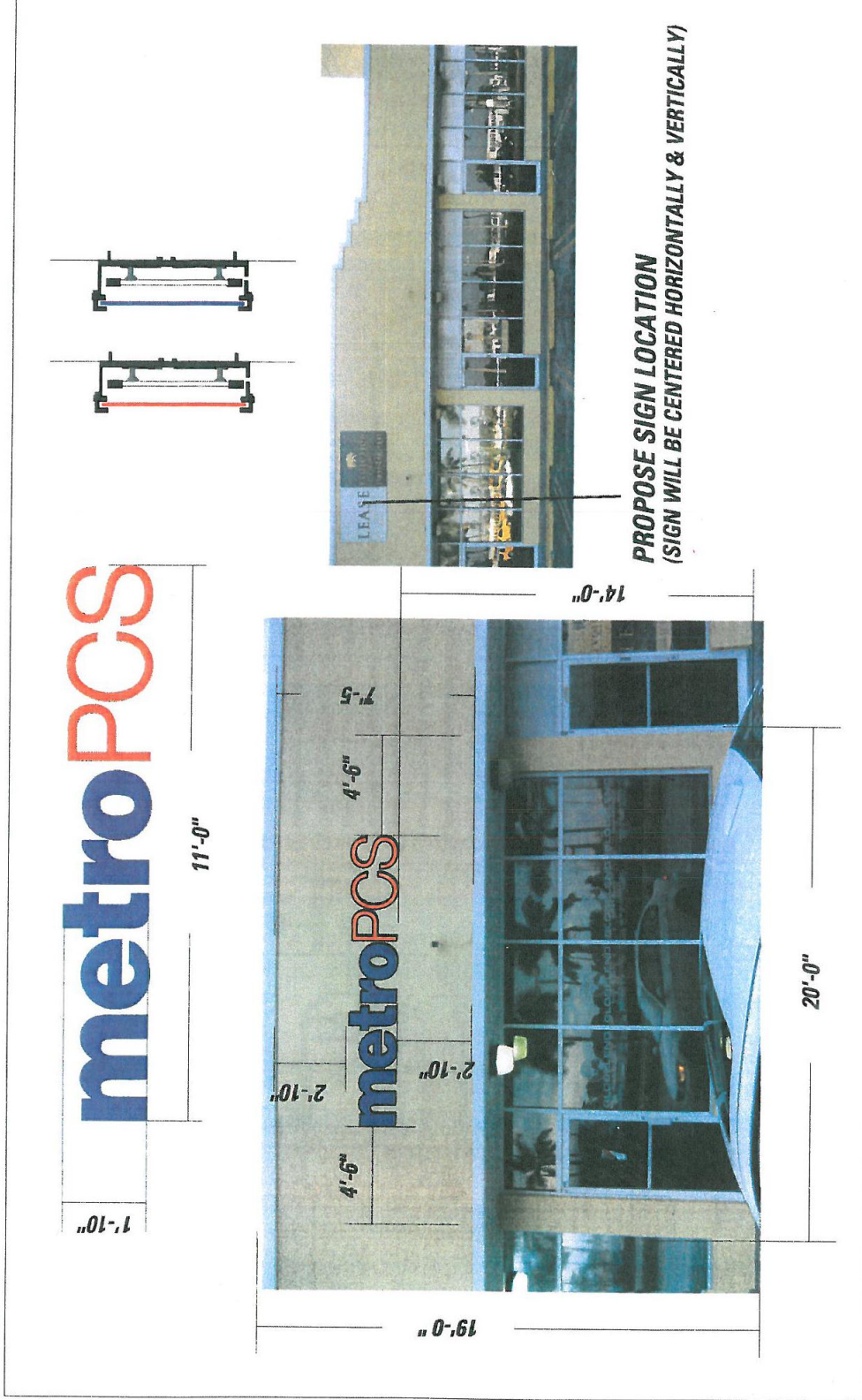
Personally known to me; or Produced identification.

(Please check one)

Personally known to me; or Produced identification.

Type of Identification Produced: _____.

Type of Identification Produced: _____.



© Copyright 2008. The design (and any associated document) is subject to copyright and is the property of Advanced Multi-Sign and its affiliates and it will remain the exclusive property until approved and acceptance thru purchase by the client referred in this layout. No application without Advanced Multi-Sign authorization. **DESIGN APPROVED BY:**

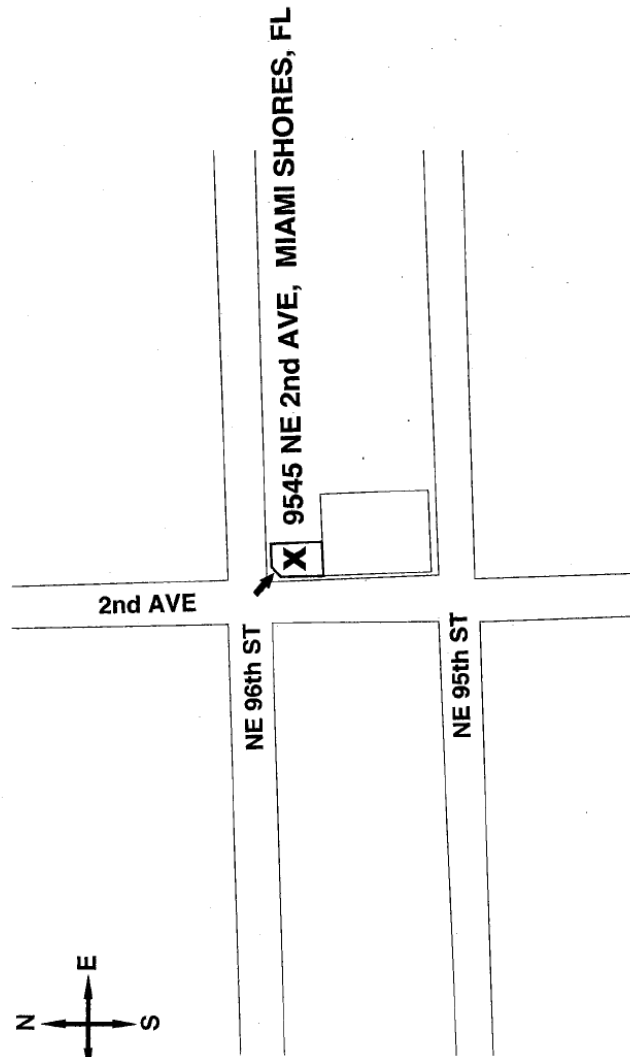
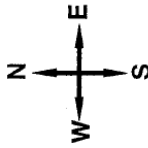
CHANNEL LETTER @ 22"
COLORS: PURPLE & ORANGE
TRANSL ORACAL-012 LILAC-032 LIGHT RED
TRIM: BLACK
RETURN: BLACK
NEON: WHITE
WEST ELEVATION

DATE: 03/19/09
DESIGN EXCLUSIVE FOR: GO CELLULAR METRO PCS
8833BISCAYNE BLVD, MIAMI, FL 33138
Contact:
FRONTAGE AREA: 20 LINEAL FEET (342 SQFT)
SIGN AREA: 20 SQFT
SCALE: 3/16"=1'
FILE: 10469- GO CELLULAR METRO PCS

Original by:
Advanced Multi-Sign
(305) 957-7019
www.advancedmultisign.com
Electrical Contractor: License ES-1200622
Work Compensation #76 WEG N08710
Insurance Policy # 01798534-2

IMPORTANT: PLEASE MAKE SURE TO CHECK ALL DETAILS OF THE DESIGN BEFORE APPROVAL. MAKE SURE TO REVIEW SPELLING, SIZES, MATERIALS AND COLORS ALONG WITH ALL OTHER DETAILS. YOUR SIGN WILL BE BUILT ACCORDING TO THE SPECIFICATIONS ON THE LAYOUT. IF CHANGES ARE MADE AFTER YOUR APPROVAL, YOU WILL BE INCURRING EXTRA CHARGES THAT COULD POSSIBLY DOUBLE YOUR ORIGINAL PRICE. YOUR APPROVAL IS CRUCIAL TO MEETING YOUR TURN AROUND NEEDS. THE SOONER YOU PROVIDE AN APPROVAL, THE SOONER WE CAN COMPLETE YOUR JOB. IF YOU HAVE ANY QUESTIONS, FEEL FREE TO ADDRESS THEM AT THIS TIME.





**SITE PLAN
CASA CHAMELEON**

Advanced
multi-sign

(305)957-7019
www.advancedmultisign.com
Electrical Contractor License EC-13003090
Work Compensation#76 WEG N08710
Insurance Policy# 01798534-2

Designed by:
Advanced
multi-sign
ID PO#:

DATE: 07/26/06
REV #:
DESIGN EXCLUSIVE FOR:
CASA CHAMELEON
9545 NE 2ND AVE
MIAMI SHORES, FL 33138
FRONTAGE AREA: 1762.5 SQFT
SIGN AREA: 10.91 SQFT
SCALE: 1/8"=1'
FILE: 7501 / CASA CHAMELEON.cdr

IMPORTANT: PLEASE MAKE SURE TO CHECK ALL DETAILS OF THE DESIGN BEFORE APPROVAL. MAKE SURE TO REVIEW SPELLING, SIZES, MATERIALS AND COLORS ALONG WITH ALL OTHER DETAILS. YOUR SIGN WILL BE BUILT ACCORDING TO THE SPECIFICATIONS ON THE LAYOUT. IF YOU HAVE ANY QUESTIONS, FEEL FREE TO ADDRESS THEM AT THIS TIME. APPROVAL IS CRITICAL TO MEETING YOUR TURN-AROUND NEEDS. THE SOONER YOU PROVIDE AN APPROVAL THE SOONER WE CAN COMPLETE YOUR JOB. IF YOU HAVE ANY QUESTIONS, FEEL FREE TO ADDRESS THEM AT THIS TIME.

Sec. 504. [Signs.]

- (a) The following signs may be displayed in any district:
- (1) Any flag, notice or direction displayed by any governmental agency.
 - (2) Any normal display of goods in a window of a permitted business establishment.
 - (3) Any badge or insignia, such as that of a service club, all parts of which may be contained within a rectangle no dimension of which exceeds four feet.
- (b) The following incidental signs may be displayed in any R district:
- (1) Signs identifying permitted home professional offices, not to exceed four inches in one dimension and 18 inches in the other, in black and white color only and not illuminated, located only on a building and not protruding beyond the front thereof, and not exceeding one sign on any one plot.
 - (2) Signs advertising the sale of land or the sale, rental or lease of a building, not exceeding 120 square inches in area and not exceeding one sign on any one plot. The sign shall be constructed of metal, plastic, wood or pressed wood and shall be fastened to a supporting member constructed of angle iron not exceeding one inch by one inch. The supporting member shall be driven into the ground to provide that the top of the face of such sign shall not be more than four feet above the finished grade of the ground. All such signs shall be lettered professionally. Such sign shall be erected or placed so that its face is parallel to the front property line. Such sign shall not be erected or placed closer than ten feet to the front property line unless the main part of the building or surrounding masonry wall is less than ten feet from the front property line, in which case the sign may be placed in or upon a front or side door, window, elevation of the building or surrounding masonry wall. In addition, one sign not exceeding 120 square inches in area indicating that a building is open for inspection may be displayed thereon at such times that a person in charge of such inspection is actually on the premises; also one sign not exceeding 32 square feet in area may be displayed on a plot on which construction work is in progress, giving public warning, or displaying any of the following: Name of contractor, builder or architect for the work or materials used therein; provided that such sign is located not less than ten feet from any front property line or at such less distance therefrom as may be necessitated by physical obstructions, and provided further that such sign shall be removed immediately on the completion of the exterior of the building or on the completion of any construction work other than that of a building. No sign permitted by this paragraph shall be illuminated.
 - (3) Bulletin boards and similar signs of churches, schools and clubs, not exceeding 24 square feet in area, located not less than ten feet from any street line, and not exceeding one sign facing each street bounding the plot.
- (c) The following incidental signs may be displayed in any A-1 district:
- (1) For uses permitted in R districts: Such signs as are permitted in R districts.
 - (2) For multifamily dwellings: Four square inches of sign area for each one foot of length of the front wall only of the building, which sign area may be displayed in a total of not to exceed two signs on the plot which signs may face any street line bounding the plot, but shall be located only on a building and not protruding more than ten inches beyond the front thereof. The foregoing limitations as to location shall not apply to any sign that is approved by the planning board as a harmonious part of the architectural design of the building. Provided, however, that when construction of a building has begun upon any parcel of land in an A district a temporary permit may be issued for a period not exceeding nine months from the date of the permit for such building, within which period the permittee may be permitted to maintain a sign either on the premises or nearby and similarly zoned though vacant property advertising the fact that the premises will be ready for occupancy, giving directions as to its location and its intended use, but not including sales or rental prices. Said permit shall be issued only if the planning board has approved the location, design, color, text and size of the sign and such action of the planning board has been approved by the council. In all such cases, the owner shall be required to give security to the village that the sign will be removed upon the expiration of the period specified in the permit, such security to be either in the form of cash or bond in the discretion of the village manager and conditioned that if the sign is not removed within the time required the village manager may remove the same at the expense of the permittee. If the sign is not located upon property owned by the permittee the consent of the owner to the installation of such sign and the removal therefrom under such conditions shall be obtained. The village council for good cause shown may renew the aforesaid permit for a period of 90 days from the date of its expiration.
- (d) The following incidental signs may be displayed in any A-2 district:
- (1) For uses permitted in A-1 districts: Such signs as are permitted under the provisions of paragraph (1) of subsection (f) of this section and subject to all limitations specified therein, except that the aggregate sign area shall not exceed two square feet for each one foot of building wall, measured as provided in said paragraph.
 - (2) For hotels: Such signs as are approved as part of the approval of a site plan, as provided in Article VI.
- (e) The following incidental signs may be displayed in any O district:
- (1) Such signs as are permitted in R districts.
 - (2) For professional office buildings: As set forth under "Permitted Uses" in the Schedule of Regulations adopted as a part of Article IV.
- (f) The following incidental signs may be displayed in B-1 or C districts:
- (1) Signs advertising only a use conducted on the same plot, located only on a building and not protruding more than ten inches beyond the front thereof and not any distance above the roof thereof, not exceeding in aggregate sign area one and one-half square feet in a B-1 or C district, or three square feet in any B-2 district (except that signs may protrude above the roof in a B-2 district if approved by the planning board), for each one foot of building wall facing a street line bounding the plot, which total may include the street frontage of driveways and other open space on the plot to a maximum of 50 percent of the aforesaid building dimension; provided that the foregoing limitations as to size shall not apply to notices of current prices displayed inside the windows of retail stores or to necessary directional signs, and that the foregoing limitation as to location shall not apply to any sign that is approved by the village council on recommendation by the planning board as a harmonious part of the architectural design of the building and all other improvements on the plot.
 - (2) Regardless of the foregoing, signs on a parking lot shall not:

- a. Exceed 12 square feet in area for any one sign;
 - b. Contain any wording or device other than such as is sufficient to identify the lot;
 - c. Be illuminated at any time other than during the hours of operation of such lot or the hours of business or other operation of the use to which the lot is appurtenant, but in no event later than 10:00 p.m.;
 - d. Exceed in number one sign adjacent to each street bounding or most nearly adjacent to the lot.
- (g) Each sign on a parking lot shall be subject to approval by the planning board.
- (1) In a B-2 district a sign advertising name and use only may be displayed under a building canopy, which sign shall not be in excess of four feet one inch in length and a maximum of 15 inches in depth, and shall be affixed to the permanent building canopy which shall cover the front of more than one business.
 - (2) In a B-1 or B-2 district real estate signs advertising the availability of the land, improved or unimproved, where said signs are erected for the purpose of sale, leasing or rental. No sign shall exceed three square feet in area for each legal address, provided, nevertheless, that in B-2 districts there shall be permitted an additional sign, not in excess of 32 square feet in area, with a limitation of one such larger sign on land with one or more legal addresses, but which land is contiguous and shares a common ownership.
- (h) The following signs may be displayed in any district other than those specified in subsections (b) to (f), inclusive, of this section:
- (1) For uses permitted in R districts: Such signs as are permitted in R districts.
 - (2) For other uses permitted in the district: Such signs as may be necessary for the proper identification of the uses to which they are appurtenant, as determined by the planning board and subject to approval of each sign by the planning board as harmonious part of the architectural design of all buildings and other improvements on the plot.
- (i) No sign shall be displayed in any manner that will cause any glare when observed from within any R, A or O district nor be equipped or displayed with moving, flashing or intermittent illumination. All signs shall be maintained in good repair; improvements shall be made at the direction of the director of building and zoning.
- (j) On a plot contiguous to any R, A or O district or contiguous to open land that is contiguous to any such district, no sign shall be displayed on the side or rear of any building so as to face such R, A or O district, except that a nonilluminated identification sign not exceeding six square feet in area may be displayed on, but not protruding above the roof of, any building so as to face any accessory parking space serving such building or any parking lot serving the same and located contiguous to the plat on which such building is situated. Any street or alley shall be disregarded in applying the provisions of this paragraph.
- (k) In A-2 districts hotels or motels maintaining dining facilities under the provisions of Ordinance No. 270, as amended, may display signs announcing that such dining accommodations are furnished. Only one such sign shall be permitted which may be double-faced but shall be no larger than three square feet in area on each face.
- (l) Signs otherwise complying with the terms of this ordinance may be erected at the rear entrance of businesses in B-1 and B-2 zones or districts for identification purposes only. Letters shall not exceed six inches in height and such signs shall be firmly affixed to the exterior wall surface and may not be illuminated.

2012 CALENDAR

PLANNING BOARD HEARING AND WORKSHOP SCHEDULE

MEETING TIME: THURSDAYS AT 7:00 P.M. UNLESS OTHERWISE NOTED	MEETING LOCATION: VILLAGE COUNCIL CHAMBERS VILLAGE HALL 10050 NE 2ND AVENUE MIAMI SHORES VILLAGE FL
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DEADLINE FOR SUBMITTAL OF COMPLETE ZONING PERMIT APPLICATION	PLANNING BOARD HEARING DATE
DECEMBER 15, 2011	JANUARY 26, 2012
JANUARY 19, 2012	FEBRUARY 23, 2012
FEBRUARY 16, 2012	MARCH 22, 2012
MARCH 22, 2012	APRIL 26, 2012
APRIL 19, 2012	MAY 24, 2012
MAY 24, 2012	JUNE 28, 2012
JUNE 21, 2012	JULY 26, 2012
NO AUGUST MEETING	NO AUGUST MEETING
AUGUST 16, 2012	SEPTEMBER 20, 2012
SEPTEMBER 6, 2012	OCTOBER 11, 2012
OCTOBER 4, 2012	NOVEMBER 8, 2012
NOVEMBER 8, 2012	DECEMBER 13, 2012
DECEMBER 20, 2012	JANUARY 24, 2013

PLANNING BOARD WORKSHOP MEETINGS ARE TENTATIVE MEETINGS ARE CALLED BY THE BOARD CHAIR AS REQUIRED	
JANUARY 12, 2012	
FEBRUARY 9, 2012	
MARCH 8, 2012	
APRIL 12, 2012	
MAY 10, 2012	
JUNE 14, 2012	
JULY 12, 2012	
AUGUST	(NO WORKSHOP SCHEDULED)
SEPTEMBER	(NO WORKSHOP SCHEDULED)
OCTOBER	(NO WORKSHOP SCHEDULED)
NOVEMBER	(NO WORKSHOP SCHEDULED)
DECEMBER	(NO WORKSHOP SCHEDULED)