



SPECIFICATIONS FOR RAC SIGNAGE REVIEW

Applications: Regional Activity Center Signage | Rev. 07/20/2022

INFORMATION: The specifications listed herein are intended to guide applicants with the submittal of a RAC sign request application. The specifications below are required in order for an efficient and accurate review of applications and plans. Failure to provide the required information will result in the application being deemed incomplete.

There are **TWO (2) SECTIONS** listed below with the specific information needed for submittal requirements.

SECTION 1 – PLAN SPECIFICATIONS: Plan sets shall adhere to the following order (A-G) and technical specifications. All sheets shall be signed and sealed by the individual responsible for preparing the drawing.

<p>A. COVER SHEET</p> <ol style="list-style-type: none"> 1. Project name. 2. Location map including address and or parcel number(s). 3. Index of sheets, sheet name and number. 4. List of all consultants including contact information. 	<p>D. BUILDING ELEVATION</p> <ol style="list-style-type: none"> 1. All building facades with directional labels (ie. North, South) where signage is proposed. 2. Dimensions, including height and width of all signs. 3. Dimensions of setbacks and required stepbacks from property lines. 4. Indicate architectural elements, materials and colors. 5. Cross sections when sign projects from building.
<p>B. CURRENT SURVEY</p> <ol style="list-style-type: none"> 1. Signed and sealed survey of proposed project site excluding portions of lands not included in the proposal. 2. Signed and sealed boundary and topographic survey. 3. Existing above ground improvements including valve boxes, manholes, grates, and other utility features must be shown. 4. Spot elevations of site, at property corners, along property lines (50' min. interval), existing roadway crowns and pavement edges adjacent to property as appropriate. Elevations shall be referenced to the North American Vertical Datum of 1988 (NAVD 88). 5. Existing easements referencing of recorded documents. 6. Survey shall be based on a Standard Title Commitment issued by a title insurer licensed to do business in Florida or an Opinion of Title issued by an attorney with an effective date no more than thirty days prior to date of submittal of the survey and must be certified to the City of Fort Lauderdale. 	<p>E. SIGN DETAILS</p> <ol style="list-style-type: none"> 1. Details of the following: (Scale 1/4" = 1' minimum) <ul style="list-style-type: none"> • Signage dimensions • Signage Area (area of each side if multi-faced sign) • Signage copy • Color • Materials • Lighting Details • Mounting Details
<p>C. MASTER SIGN PLAN <i>(Applicable when proposing ground signs)</i></p> <ol style="list-style-type: none"> 1. Title Block including project name and design professional's address and phone number. 2. Scale (1" = 30' min., engineer's scale). 3. North indicator. 4. Location map showing relationship to major arterials. 5. Drawing and revision dates, as applicable. 6. Full legal description. 7. Site Plan Data Table <ul style="list-style-type: none"> • Current use of property and intensity • Land Use designation • Zoning designation • Site area (sq. ft. and acres) • Building height (expressed in feet above grade) • Signage Setback table (required vs. provided) • Landscape area (in sq. ft.) 8. Site Plan Features (graphically indicated) <ul style="list-style-type: none"> • Adjacent rights-of-way to opposite property lines (indicate all nearby curb cuts) • Waterway width, if applicable • Property lines (dimensioned) • Building outlines • Locations of existing signage • Locations of proposed signage • Driveways, parking areas, pavement • Pedestrian walkways (including public sidewalks and on-site pedestrian paths) • Traffic control signage • Fire hydrants (including on-site and adjacent hydrants) • Easements (as applicable) 	<p>F. SIGNAGE RENDERINGS</p> <ol style="list-style-type: none"> 1. Street-level perspective renderings as viewed from a pedestrian level, with ground elements and references to depict and determine appropriate scale of signs. 2. Oblique aerial perspectives from opposing views, which indicate the sign location with adjacent existing structures. <p>G. LANDSCAPE PLAN <i>(Applicable when proposing ground signs)</i></p> <ol style="list-style-type: none"> 1. Master Sign Plan information (in tabular form on landscape plans) 2. Title block including project name and design professional's address and phone number 3. Scale (1" = 30' min, must be engineer's scale) 4. North indicator that is consistent with all other plans being submitted 5. Drawing and revision dates, as applicable 6. Landscape Plan Information (in tabular form on plans) 7. Landscape Plan Features (graphically indicated)

SECTION 2 – PROJECT NARRATIVES: Project narratives are required for all application submittals. Narratives shall be provided on letterhead, dated, and signed by author.

- **Project Description** describing in detail the signage request. Provide as much detail as possible including signage design and how it compliments site elements, building architectural style, materials and other related information.
- **Unified Land Development Code Narrative** for the applicable criteria that gives a breakdown of the existing signage that is located on the subject site as well as requested signage in tabular format that includes a comparison between the minimum code requirements pursuant to [ULDR Section 47-22.4.C.13](#) and what is being proposed. The narrative shall also include the rationale behind the request for additional signage and information regarding the context of the area in which it is proposed and any additional information that justifies the request.

FOR QUESTIONS OR ASSISTANCE CONTACT:

Urban Design and Planning
 954-828-6520 (select Option 4)
planning@fortlauderdale.gov