



## **COMPREHENSIVE SIGN PLAN PROGRAM**

**SECTION 1: PURPOSE & INTENT AND DESCRIPTION OF CONTENT**

**SECTION 2: SIGNAGE GUIDELINES**

**SECTION 3: MONUMENT & ATTACHED SIGNS**

**APPLICATION**

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## Section 1: Purpose & Intent and Description of Content

### Chapter 29, Article 5, Division 15, Sec. 5-1506 – Comprehensive Sign Program

- A. General principles.
  - 1. The intent of the comprehensive sign program is to provide private property owners and businesses with flexibility to develop innovative, creative and effective signage and to improve the aesthetics of the City of North Miami.
  - 2. The minimum sign standards established in this division ensure that signage will not have an adverse impact on the aesthetics, community character and quality of life of the city. The city recognizes, however, that in many circumstances, there are innovative and creative alternatives to minimum standard signage which are desirable and attractive and will enhance community character and individual property values.
  - 3. The purpose of the comprehensive sign program is to provide an alternative to minimum standard signage subject to flexibility criteria which ensure that alternative signage will not have an adverse impact on the aesthetics, community character and quality of life of the City of North Miami.
- B. Eligibility. The following forms of development are eligible to utilize the comprehensive sign program: new large scale development, shopping centers, institutions, mixed use, office complex and residential complex.
- C. Permitted signage. Signage which is proposed as a part of a comprehensive sign program may deviate from the minimum sign standards in terms of numbers of signs per business or parcel of land, maximum area of a sign face per parcel of land and the total area of sign faces per business or parcel of land subject to compliance with the flexibility criteria set out in subsection 5-1506D. A comprehensive sign program shall be approved as a part of the approval required for the development to which it relates.
- D. Flexibility criteria.
  - 1. Architectural theme.
    - a. The signs proposed in a comprehensive sign program shall be designed as a part of the architectural theme of the principal buildings proposed or developed on the parcel proposed for development and shall be constructed of materials and colors which reflect an integrated architectural vocabulary for the parcel proposed for development;  
or
    - b. The design, character, location and/or materials of the signs proposed in a comprehensive sign program shall be related to the size of a site and be demonstrably more attractive than signs otherwise permitted on the parcel proposed for development under the minimum sign standards.
  - 2. Community character. The signage proposed in a comprehensive sign program shall not have an adverse impact on the community character of the city.
  - 3. Property values. The signage proposed in a comprehensive sign program will not have an adverse impact on the value of property in the immediate vicinity of the parcel proposed for development.
  - 4. Elimination of unattractive or nonconforming signage. The signage proposed in a comprehensive sign program will result in the elimination of existing unattractive signage or will result in an improvement to the appearance of the parcel proposed for development in comparison to signs otherwise permitted under the minimum sign standards.

**Comprehensive Sign Plan Program**  
**\$315**

## Section 1: Purpose & Intent and Description of Content (cont.)

### Purpose & Intent

Visitors and residents should be able to locate and identify major attributes of the development through a unified signage concept.

- Design buildings with careful consideration for the incorporation of signage and lighting.
- Signage should contribute to the overall architectural and landscape theme.
- Signage should be made of materials that can tolerate extreme weather.
- Signage should be used to clearly identify public versus private/residential areas.
- Signs should generally utilize flat or matte finishes, as glossy finishes usually are often difficult to read due to glare and reflections. In addition, color plays a major role in the attractiveness and legibility of a sign. A substantial contrast should be established between the colors of the sign background and lettering.
- Signs should be illuminated for legibility at night. Illumination should be accomplished by backlighting (solid colors) or from a project light source (downlighting). Projected light sources and fixtures should be small and unobtrusive and should contribute to the overall character of the building. Special care should be taken to ensure that projected lighting does not spill over or produce glare for nearby residential uses or adjacent roadways.
- Monument signs should include landscaping.

### Description of Content

A plan, prepared by the applicant, must include:

- Cover page & Table of Contents
- Sign table (template/example attached)
- A *lot* site plan
- Building & tenant site plan
- Building elevations/sections
- Proposed design guidelines to create an integrated design for signs throughout the *lot*

If present on the *lot*, the following sign types are to be included in the Comprehensive Sign Plan (CSP):

- Building identification
- Business identification
- Window
- Promotional
- Ground

## Section 2: Signage Guidelines

### Guidelines

- Signage at multi-tenant properties and shopping centers shall be uniform in color, font and letter size. Up to three (3) variations are permitted in any one of the three categories provided the remaining two (2) are limited to one type (ex. Red, white and blue, Arial font, 12" letters).
- Monument signs shall provide visual interest with a curvilinear shape, geometric design or logo at the top and be compatible with the architecture of the development and include the street address of the development.
- All structural, electrical and mechanical members utilized in the construction, erection and operation of signs shall be concealed except for vertical supports or other supporting members, which are designed and arranged consistent with this article so as to be an integral part of the aesthetic composition of a sign. Raceways and raceway mounting of letters are prohibited unless existing structural building conditions, such as certain class structures, warrant this type of mounting.

### A. Title Page & Table of Contents

- Include the project name and property address
- The page numbers of items B through F

### B. Location Map

- Identify the subject property, surrounding properties and nearby streets

### C. Sign Table

Include all signs of the following sign types, if present (example provided at the end):

- Building Identification
- Business Identification
- Ground
- Other sign types may be optionally included separately of the required types

### D. Site Plan (Drawn to scale):

- The lot frontages (length of a building side, facing an adjacent street or public right of way).
- Label or number of each building.
- The Building frontages (length of a building side, facing an adjacent street or public right of way).
- The Building setbacks (shortest distance between a building and a lot line with an adjacent street, measured perpendicular to the face of the building).
- The Ground Signs (location, orientation and distance to the property lines).

### E. Building Elevations/Sections (Drawn to scale):

- Building elevations (clear building depictions of the building sides from the ground to the roof top).
- Identify on the building elevations the locations of where signs are proposed to be installed.
  - For *wall signs*, a general bounded area of the wall may be specified to allow for variation on sign placement and changes in tenancy.
  - For *hanging signs*, *projecting signs* or other physical kinds that are not clearly depicted by elevation views, sectional or other views may be required.

### F. Proposed Design Guidelines to create consistency of signs throughout the parcel

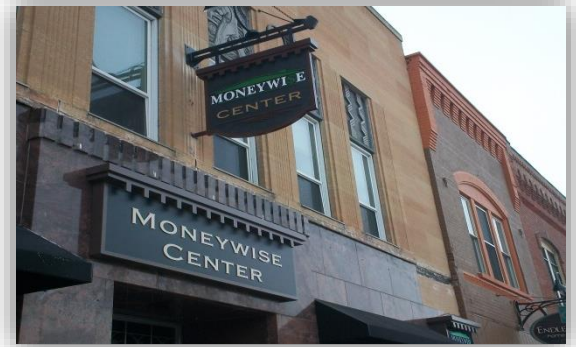
- These guidelines may be in text and/or image format and include information such as the sign message type, physical kind, materials, colors, size, details of mounting, illumination and scaled renderings of how the signs will appear when erected.
- From the **Sign Table**, include all required sign *types* that are proposed.
- It is recommended to indicate which signs are provided by the landlord and which signs are provided by the tenant.



## Monument Signs:



## Attached Signs:





## Comprehensive Sign Plan

**Instructions: Please print or type all information. The application must be filled out accurately and completely.**

### PROJECT INFORMATION:

Project Name: \_\_\_\_\_  
Address of Property: \_\_\_\_\_  
Folio Number(s): \_\_\_\_\_  
Size of Property: \_\_\_\_\_ Building Square Footage: \_\_\_\_\_  
Zoning: \_\_\_\_\_ Land Use: \_\_\_\_\_  
Request Details: \_\_\_\_\_  
\_\_\_\_\_

### PROPERTY OWNER'S INFORMATION:

Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### APPLICANT/CONTACT INFORMATION:

Contact Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR STAFF USE ONLY:

Submittal Date: \_\_\_\_\_ EDEN Permit Number: \_\_\_\_\_  
Receipt Number: \_\_\_\_\_ EDEN Permit Type: **BSI** \_\_\_\_\_