



City of Pompano Beach
Department of Development Services
Planning & Zoning Division



100 W. Atlantic Blvd Pompano Beach, FL 33060
Phone: 954.786.4634 Fax: 954.786.4666

Architectural Appearance Committee
Sign Application

Applicant must meet with the Zoning Division prior to submission of the sign program to the Architectural Appearance Committee. To set up a meeting please call Daniel Keester, Zoning Technician (954)786-5541. Plans and color renderings should be on 11" by 17" size paper. Architectural Appearance Committee meetings are held on the second Thursday of every month. For a list of meeting dates and deadlines go to www.mypompanobeach.org and select the Zoning Department page and view the link called Meeting Schedule and Deadlines. After receipt of Architectural Appearance Committee approval, the applicant may then apply for their building permits, for each individual sign.

*Process Number: _____ *Meeting Date: _____

Applicant Name: _____

Property Address: _____

Project Name: _____

Request: _____

Print Name: _____

Print Name: _____

Mailing Address: _____

Mailing Address: _____

City, State, Zip: _____

City, State, Zip: _____

Phone Number: _____

Phone Number: _____

Email Address: _____

Email Address: _____

Property Owner Signature

Agent Signature

Check List:

- 1. Completed application.
2. Agent authorization letter (if applicable).
3. Two (2) property surveys. Surveys must show locations of free standing signs when applicable.
4. Eight (8) sets of 11" x 17" plans with facade and sign dimensions.
5. Eight (8) copies of sign drawings in color attached to plan sets.
6. Eight (8) copies of existing facade in color attached to plan sets.