



**PALM BEACH COUNTY
PLANNING, ZONING AND BUILDING DEPARTMENT
ZONING DIVISION**

POLICY AND PROCEDURES

FROM: JON MACGILLIS, ASLA, ZONING DIRECTOR

**SUBJECT: MASTER SIGN PLAN (MSP), ALTERNATIVE SIGN PLAN (ASP),
AND BUILDING SIGN PERMIT REVIEW**

PPM #: ZO-O-0027

ISSUE DATE
6/16/06

EFFECTIVE DATE
10/30/18

PURPOSE: To clarify the differences between MSPs and ASPs, to establish procedures for modifying existing MSPs, and to establish criteria for building permit applications for signs, pursuant to Article 8 of the Unified Land Development Code (ULDC).

BACKGROUND: MSP
The purpose and intent of a MSP is to provide a unified sign program for the property, to record the location of all signs, and to promote coordinated signage for the development subject to DRO, ZC, or BCC approval, pursuant to Article 8.E.3, Master Sign Program plan. The MSP is approved in conjunction with the initial Development Order (DO) application pursuant to Article 2.A.6.B.8, Application Procedures – Plan Requirements. Proposed signage must comply with all applicable ULDC requirements.

ASP
The purpose and intent of the ASP is to provide a mechanism for certain deviations provided the applicant can demonstrate that the intent exceeds in whole or in part this specific section of the Code, pursuant to Article 8.E.4, Alternative Sign Plan. An ASP must meet all the requirements as a MSP, is subject to requirements for Variances or Waivers and must be submitted to the Zoning Division in conjunction with the initial development application, for the applicable ZC or BCC process.

Past Practices
Staff has required approval of a MSP or ASP (Sign Plan) for all projects with an approved Zoning Plan (Master, Site or Subdivision) prior to accepting building permit applications for signs. Applicants were required to submit an Expedited DRO Application (EDA/Signature Only) to have a Sign Plan approved. This practice added several weeks to the overall building permit review process for sign contractors, and required them to prepare and research documentation not typically required at the permit review stage. In an effort to streamline the process, the following procedures have been established.

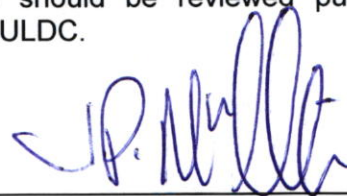
PROCEDURES: The following procedures will clarify how the various types of applications should be processed:

1. MSP and ASP (Sign Plan) Zoning Application Submittal:

- A Sign Plan shall be submitted in conjunction with a Development Order (DO) applications that are subject to Full DRO, ZC or BCC approval.
- A Sign Plan is required, and must be submitted in conjunction with, Development Order Amendment (DOA) requests for existing projects that do not currently have an approved Sign Plan. However, if the request is limited to an affected area, the Sign Plan may address the affected area only.
- In accordance with Art.2.A.8, the DRO may allow proposed signs to be shown on the Final Site, Subdivision or Regulating Plan in lieu of the MSP or ASP depending on the type of application requests and Conditions of Approval (COA).

2. Building Sign Permit Application Review

- **Building permit applications for projects with an approved Sign Plan** must include a copy of the MSP or ASP along with the approved Zoning Plan (Master, Subdivision or Site Plan), which must indicate the location of the sign(s). An applicant proposing to modify the sign or its location must amend the Sign Plan via the DRO Administrative process.
- **Building Sign Permit applications for projects without an approved Sign Plan** must include a copy of the approved Zoning Plan (Master, Site or Subdivision), which must indicate the location of the sign. An applicant proposing to modify or add sign locations must amend the Plan, via the DRO Administrative process. The amount of sign face area, sign height and number of signs allowed shall be determined pursuant to ULDC provisions in Article 8 and any applicable Conditions of Approval.
- **Building Sign Permit applications for projects without any approved Zoning Plan(s)** should be reviewed pursuant to the provisions in Article 8 of the ULDC.



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