



Multi-Occupant Parcel Attached Sign Permit Application

(Other than for Comprehensive Sign Plans)
Reference: City of Edgewood Code of Ordinances, Section 122-4
Submit Application Package to info@edgewood-fl.gov

REQUIRED NON-REFUNDABLE REVIEW FEE: \$100 plus pass-through fees (ordinance 2019-01)

Property Description

Address: _____

Parcel ID Number: _____ Parcel Zoning: _____

Required Measurements

A. Total Building/Plaza sqft: _____

B. Owned/Leased space sqft: _____

C. Linear feet of entire parcel building(s) front facade*: _____

**This would include entire shopping center frontage and/or all buildings on the parcel, not just the individual business*

How to Calculate Copy Area:

D. (Cx1.5) = Total copy area allowed on parcel: _____

E. (B/A) = Total % of copy area allowed at leased space: _____

DxE = Copy area allowed for attached sign at leased space: _____

Application Must Include the Following Documents:

1. Notarized authorization from the property owner stating that the applicant has the authority to apply for the sign permit, make changes or corrections to the submitted application and install the approved sign. (if applicable)
2. A scalable illustration of the fully dimensioned proposed sign(s) drawn to a minimum scale of one inch equals 50ft and that demonstrates conformance with Code Section 122 (Signage)
3. Illustration showing proposed sign location in relation to the primary entrance and facade of the business location.
4. Photos of the window(s) and/or glass doors to demonstrate compliance with Code Section 122.

Contact Information

Business Name: _____

Business Owner Name: _____

Email Address: _____

Phone Number: _____

Sign Company: _____

Permit Specialist Name: _____

Phone Number: _____

Email Address: _____

Business Owner Compliance Certification

All signage, including door and window signs, must comply with the current City of Edgewood Sign Code (the "Sign Code"). The tenant and/or owner of each business bear(s) the responsibility to review the Sign Code and ensure continuing compliance therewith for the entire duration of the operation of said business. A sign permit will not be issued if non-compliant signage exists on-site, as determined pursuant to Code Section 122 of the Sign Code.

I hereby certify and attest that I have read, understand, and acknowledge the City of Edgewood Sign Code. I further understand and acknowledge that any failure to comply with the provisions of said Sign Code may subject me to enforcement actions, including but not limited to those initiated by the City of Edgewood Code Compliance Department.

Name (print): _____ Date: _____

Signature: _____

Multi Occupant Wall Sign

Sec. 112-13(b)(2)(b)

b. Attached Sign:

i. General:

- 1.** In addition to the ground sign, each business location with an individual exterior entrance location within a building on a multiple occupant parcel, shall be permitted one of the following attached signs: Wall Sign, Projecting Sign, Hanging Sign, Awning Sign, or Anchor Tenant Sign, if applicable. See Allowable Window and Glass Door Signs for option to forego an Attached Sign; i.e., Window Sign in Lieu of Attached Sign.
- 2.** The type of attached signs shall be consistent within the development (e.g., all tenants use only wall signs).
- 3.** Such signs shall be located proximate to the primary entrance of the business location.
- 4.** Attached signage shall not extend beyond the horizontal limits of the leased/owned space.
- 5.** The total maximum copy area for the attached signs available for each occupant shall be based on a formula of 1.5 square feet of copy area for each linear foot of building frontage on the multi-occupant parcel. Each occupant of the building(s) shall then be allocated sign copy area square footage based on their rental (or owned) gross square footage percentage of the total available gross square footage in the building(s). In no event, however, may any one business location attached sign exceed a maximum of 72 square feet of total copy area except as otherwise authorized for an anchor tenant. The building frontage for this specific code section shall include all sides that have the primary business entrances regardless if the sides face different roads or the parking lot. A single occupant building existing on a multi-occupant parcel shall be treated as part of the calculation as if the building was connected to the multi-occupant structure.

ii. Types of Allowable Attached Signs

- 1.** *Wall Sign:* A wall sign and its supporting structure shall meet the following.
 - Shall not project more than twelve (12) inches from the building wall.
 - Shall not disrupt the architectural features of the building such as block a door or window opening.
 - Shall not extend above the building's roofline or the top of an exterior parapet wall that projects above the roofline.
 - The horizontal width of the sign shall not extend beyond the limits of the leased/owned frontage.
 - Shall not extend over any public right-of-way.
 - Shall be architecturally compatible and consistent with the building's overall design.
- 2.** *Projecting Sign:* No projecting sign shall extend more than three feet beyond the face of the building. No sign face of any projecting sign may be greater than six square feet in area. A projecting sign shall be hung at a 90-degree angle from the face of the building and the bottom of the projecting sign shall be at least seven feet six inches above grade.
- 3.** *Hanging Sign:* The edge of any hanging sign furthest from the building shall not extend beyond the edge of the roofline. No sign face of any hanging sign may be greater than six square feet in area. A hanging sign shall be hung either parallel to or at a 90-degree angle from the face of the building. The bottom of the hanging sign shall be at least seven feet six inches above grade.
- 4.** *Anchor Tenant Sign:* The attached sign for an anchor tenant shall be allowed an additional one square foot of attached sign copy area for each linear foot of building frontage of that portion of the building

occupied by the anchor tenant over 100 linear feet. Said additional copy area shall not exceed 120 square feet of copy area per anchor.

6. *Awning Sign:* One awning sign shall be allowed to be installed upon an awning on the principal building. The maximum copy area permitted on the awning shall be one-half of a square foot for each linear foot of awning parallel to the public right-of-way or drive aisle, as measured along the lower edge of the awning parallel to the ground; the copy area shall not exceed a height of 1.5 feet.

Multi Occupant Window & Door Sign

Sec. 112-13(b)(2)(c)

c. Window and Glass Door Signs.

i. General:

- (a) With the exception of signage expressly permitted under these regulations, all windows and glass doors of the building shall be transparent; superfluous signs, such as but not limited to signs hanging in the window on hooks or suction cups not identified as window or door signs, are prohibited.
- (b) Window and glass door signs shall be allowed only on the ground floor of a building. Other than the allowable signage, all windows and glass doors of the building shall be transparent; superfluous signs, such as but not limited to, signs hanging in the window on hooks or suction cups not identified as window or glass door signs are prohibited.
- (c) Interior window coverings for privacy or sun protection are permitted provided they are constructed from a uniform material and presented in a uniform solid color. This does not require all windows to be covered.
- (d) Copy area is the area within the rectangular perimeter of the extreme limits of copy, including, but not necessarily limited to text, numbers, ornamental attachments, insignias, symbols, logos, trademarks, any stripe, frame or border, and solid color background.
- (e) The term window used herein is defined as individual panes of glass, and not the entire glass area across the façade.

ii. Allowable Window and Glass Door Signage:

(a) Permanently Adhered to or Painted on Door/Window Signage

Either one (1) sign not exceeding six (6) square feet in copy area permanently adhered to or painted on the glass of a business; or two (2) signs with a cumulative total of six (6) square feet permanently adhered to or painted on adjacent windows or glass doors, or an adjacent window and glass door. For businesses with windows/glass doors on more than one side of the building, possibly due to their corner location, the permanently adhered to or painted on the glass sign regulation applies to each side.

(b) Hung Neon Tubing/LED Tubing Sign:

One traditional neon or LED neon tubing shall be allowed to be displayed on the inside of one ground floor window along each building frontage that faces a right-of-way or parking lot conditioned such sign meets all of the following.

- ❖ must not be attached to the window
- ❖ shall not be in a window that faces a residential zoning district, regardless if the residential zoning is across a road
- ❖ shall not exceed three (3) square feet in total sign copy area as measured by forming a rectangle enclosing all parts of the sign
- ❖ shall not blink, flash, twinkle, flicker, pulse, rotate, or otherwise display movement
- ❖ shall not change colors within a 24-hour period
- ❖ shall be clear/non-colored/transparent except for the illuminated tubing of the sign

(c) Small Decals on Doors and Windows:

One 9"x 9" area of one door or one window adjacent to the door can be used for decals. Use of multiple decals shall be either stacked or positioned side by side in a linear manner.

- Stacking: When decals are positioned one above the other, the left or right edges of the decals shall be aligned,
- Side-by-Side Placement: For decals applied next to each other, the tops or bottoms of the decals shall be aligned.

These decals shall not be counted as window signs.

(d) Window Sign in Lieu of Attached Sign:

Businesses without an Attached Sign may utilize one window sign to substitute for the primary purpose of an Attached Sign. In these cases, one window sign is permitted per building facade facing a public right-of-way, with a maximum copy area of 12 square feet. Font size shall be between 8 and 12 inches in height. One Permanently Attached or Painted on Door/Window sign not exceeding three square feet is allowed with this option. Other Permanently Attached or Painted on Door/Window Signage is prohibited.