



TOWN OF PEMBROKE PARK PLANNING & ZONING DIVISION

3150 SW 52nd Avenue Pembroke Park, Florida 33023
954.966.4600
www.tppfl.gov

SIGN VARIANCE APPLICATION CHECKLIST

The following checklist is designed to assist the applicant in preparing the required materials for review. The application will **not** be accepted if all required items are not present at the time of submittal. The following items are required as part of a complete application for a Sign Variance:

Completed Town of Pembroke Park Sign Variance Application.

Proof of Property Ownership (i.e., deed, property appraisers report, or contract to purchase).

Sketch or Survey showing exact location of sign including distance from lot lines and right-of-way.

Written Narrative addressing all seven sign variance criteria, all criteria in Code Sec. 21-73 and a point-by-point response to each (see pg. 2). Narratives must be on letterhead, dated with author signature.

Legal Description of property (in Word/text format).

Conceptual Site Plan demonstrating requested Sign Variance.

Sketch of Sign showing size and type of material used in construction and plans for construction.

Appropriate fees (download from P&Z website).

<http://pembrokeparkfl.civiccms.acsitefactory.com/town-planner/pages/applications-and-fee-schedule>

Make an appointment with a Town Planner at (954) 966-4600 to discuss.

****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED****

Standards for Sign Variance the Town Commission shall consider and find that all seven criteria listed below have been satisfied by the Applicant prior to making a motion for approval, of a Sign Variance:

- a. Special conditions and circumstances exist that are peculiar to the parcel of land, building, or structure, that are not applicable to other parcels of land, structures, or buildings in the same district;
- b. Special circumstances and conditions do not result from the actions of the Applicant;
- c. Granting the Variance shall not confer upon the Applicant any special privilege denied by the Plan and this Code to other parcels of land, buildings, or structures, in the same district;
- d. Literal interpretation and enforcement of the terms and provisions of this Code would deprive the Applicant of rights commonly enjoyed by other parcels of land in the same district, and would work an unnecessary and undue hardship;
- e. Granting the Variance is the minimum Variance that will make possible the reasonable use of the parcel of land, building, or structure;
- f. Granting the Variance will be consistent with the purposes, Goals, Objectives, and Policies of the Plan, and this Code; and,
- g. Granting the Variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

