



# **City of North Miami Beach, Florida**

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## **PLANNING AND ZONING DEPARTMENT**

### **BANNER SIGN PERMIT**

**Banners are allowed to be used in conjunction with a special event or as temporary signage**

Applications must be complete and notarized. Incomplete applications will not be accepted.

All banner signs must be attached to the building or other structure on the property.

#### **Special Event Banners:**

Banners associated with special events may be displayed for a period time not to exceed sixty (60) days. Banner signs may not exceed an area of forty-five (45) square feet, but must be in proportion to the building which it will be located.

Three (3) special event banner signs per street frontage are permitted per calendar year; only one (1) special event sign may be displayed toward any one (1) street frontage at any one (1) time.

#### **Temporary Signage:**

Banner signs not associated with special events may be displayed for a period not to exceed ninety (90) days. Banner signs may not exceed an area of forty-five (45) square feet. Banners associated with special events are not permitted to be displayed at the same time as banners used for temporary signage.

Only two (2) banner sign permits for banner signs other than special event signs may be issued to the same business at the same location during any three hundred sixty-five (365) calendar daytime period starting at the date the first such permit is issued.

No more than one (1) banner sign shall be permitted per street frontage.

#### **Fees:**

Permit Fee - \$50.00 / After-the-Fact \$100.00 (If a banner is displayed prior to approval of a Banner Permit there will be an After-the-Fact Permit fee of \$100.00.)

#### **Banner Sign Submittal Requirements:**

- Must include an image of the facade or building with indication of banner location on front, rear, or side along with the exact dimensions of the banner size
- Check or Money Order for \$50.00 (\$100.00 if After-the-Fact) made payable to the City of North Miami Beach. If the application is a renewal from a previous banner, the check is made payable to the City of North Miami Beach for \$50.00.
- No cash or credit cards accepted.

**To Be Completed by Applicant**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of Display: *Temporary Sign or Special Event Sign*

Vendor/ Business Name: \_\_\_\_\_

Location/Address where sign will be displayed: \_\_\_\_\_

Number of Display(s): \_\_\_\_\_ Location of Display(s): *Front Rear Side Other:* \_\_\_\_\_

Dimensions of Banner: \_\_\_\_\_ Square footage of Banner: \_\_\_\_\_

**\*Please attach a sketch or photo of the banner clearly showing all wording and graphics. (If this is an after the fact permit a photo is required. Drawings will not be accepted for after the fact permits.)**

Terms of Agreement	Date	Applicant's Initials
Starting date to display banner sign.		
Ending date to remove banner.		
Date to contact Planning and Zoning Department for inspection.		

I hereby agree to remove the banner sign on (date) \_\_\_\_\_ and to contact the Planning and Zoning Department upon the removal of said banner sign on (date) \_\_\_\_\_ in order to avoid a citation.

If I fail to remove the banner sign immediately after the permit time has expired, I acknowledge the fact that a citation will be issued by the Code Compliance Department. I certify that all information given above to be true and correct, and I do understand that said banner sign permit is non-transferable without City approval. Permit(s) obtained on a misrepresentation of a material of fact are null and void.

Notary's Statement of Acknowledgment

\_\_\_\_\_  
Applicant/Authorized Agent's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing statement was acknowledged before this \_\_\_\_, day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ who is personally known to me or has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Name of Notary

\_\_\_\_\_  
Serial Number, if any

**To Be Completed by Property Owner**

As legal owner(s) of the subject property, I authorize \_\_\_\_\_ to apply for such permit; and hold harmless, the City of North Miami Beach to enter onto or upon the property on which the banner sign(s) is located for the purpose of removing said banner sign or other display if the permit fees are not paid or if they are not removed immediately after the permit time expires. I furthermore agree to relieve and indemnify the City of North Miami Beach and its agents and employees from any responsibility or liability for any legal action or damage resulting from the removal of said banner sign or other displays. I



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furthermore assume responsibility for the correction of a violation resulting from the failure to obtain a permit for the said banner sign or other display; and/or the failure to remove said banner sign or other display as prescribed in the permit application.

Notary's Statement of Acknowledgment

\_\_\_\_\_  
Property Owners Signature  
\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Property Owner's Street Address  
\_\_\_\_\_  
City, State & Zip Code  
\_\_\_\_\_  
Email  
\_\_\_\_\_  
Phone Number

State of \_\_\_\_\_ County of \_\_\_\_\_  
The foregoing statement was acknowledged before this \_\_\_\_, day of \_\_\_\_\_,  
20\_\_ by \_\_\_\_\_ who is personally known to me or has produced  
\_\_\_\_\_ as identification and who did (did not) take an oath.  
\_\_\_\_\_  
Signature of Notary Name of Notary  
\_\_\_\_\_  
Serial Number, if any

### **OFFICE USE ONLY**

**Permit Number:** \_\_\_\_\_ **Calendar Year Request:**  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>

**Folio Number:** 07- \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**ATF:**  YES  NO **Has the Property Been Cited?**  YES  NO **If Yes:** Citation# \_\_\_\_\_

**Permit Fee:** \$50.00/\$100.00  YES  NO (Acct# 010-329107)

**Reviewed By:** \_\_\_\_\_  Approved  Denied \_\_\_\_\_  
Print Signature

**Comments/or Stipulations:** \_\_\_\_\_

**Inspected By:** \_\_\_\_\_ **Inspection Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**Banner Removed:**  YES  NO

**Inspection Notes:** \_\_\_\_\_