



GRAND OPENING GROUND SIGN CHECKLIST

- Application Processing: Applications and payments are only accepted online through [ProjectDox](#)
- Complete Application: Incomplete applications cannot be accepted.
- Application Fee: See the [Fee Schedule](#)
- Grand Opening Ground Sign Agreement: A signed agreement from the owner / agent
- Proof of Ownership: Warranty Deed or property appraiser's information from www.bcpa.net
- Owner's Authorization Affidavit: If owned by a corporation an authorized agent registered with the State of Florida as listed on www.sunbiz.org must be the person that signs and the record from www.sunbiz.org must be provided. If the person signing is not listed as an authorized agent, then a corporate resolution showing that person is authorized to sign on behalf of the corporation may be provided.
- City-issued Local Business Tax Receipt: Approval of the grand opening ground sign must be obtained within 365 days of the issuance of the first local business tax receipt for a business at a new location, the transfer of an existing business, or the registration of a fictitious name with the Division of Corporations of the Florida Department of State.
- Sign Panels: 1 or 2 rigid sign panels (corrugated plastic is recommended) that are 3' tall by 6' wide, with holes with grommets as depicted on the attached sketch. Vinyl banners or other flexible materials cannot be used.



GRAND OPENING GROUND SIGN INFORMATION

The City of Margate will provide a grand opening ground sign to any qualifying business to rent. The City provides only the frame and does the installation and the removal.

Availability: To any business in a nonresidential zoning district within 365 days of the issuance of the first local business tax receipt for a business at a new location, the transfer of an existing business, or the registration of a fictitious name with the Division of Corporations of the Florida Department of State.

Duration: 60 consecutive days maximum

Sign Frame Size: 24 sq. ft. Note that the frame states "Grand Opening".

Panels: The applicant is responsible for providing the City one or two panels made of rigid material (corrugated plastic is recommended) that are exactly 3' by 6'.

Location: In consultation with the applicant, the sign is installed at the most appropriate location as determined by City staff.

RESTRICTIONS

- No grand opening sign shall be permitted to be displayed in a hazardous location or condition.



GRAND OPENING GROUND SIGN APPLICATION

Business Name: _____

Subject Property Address: _____

Subject Folio Number(s): _____

AUTHORIZED AGENT INFORMATION

Name: _____

Address: _____

Phone Number: _____ Email Address: _____

APPLICANT INFORMATION (IF DIFFERENT THAN THE PROPERTY OWNER)

Name: _____

Address: _____

Phone Number: _____ Email Address: _____

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Phone Number: _____ Email Address: _____



GRAND OPENING GROUND SIGN AGREEMENT

Business Name: _____

Location: _____

By signing this agreement, I give consent to the City of Margate to post a Grand Opening Ground Sign on my property (described above), and the location of said sign will be determined at the discretion of City staff. I agree to indemnify, defend, and hold harmless the City of Margate, its officers, and employees for any claims of damage to property or injury to persons which may be occasioned by any activity carried on under the terms of this agreement.

Print owner / agent name _____

Signature of owner / agent _____

Print owner / agent title _____

Print owner / agent organization/company _____

STATE OF FLORIDA COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, _____ (year), by _____ (print name of person making statement).

(Signature of Notary Public - State of Florida) _____

(Print, Type, or Stamp Commissioned Name of Notary Public) _____

Personally Known OR Produced Identification

Type of Identification Produced: _____

GRAND OPENING

1 1/2"
O.C.
2 1/2"

1 1/2"
3'

GROMMET LOCATION
(SIZE = 3/8")

1 1/2"
O.C.
2 1/2"

YOUR BUSINESS

NAME HERE

2 1/2"
O.C.
1 1/2"

3'

1 1/2"

3'

2 1/2"
O.C.
1 1/2"



PROJECTDOX HOW TO GUIDE

- In Start a New Application Request section of ProjectDox; Type drop down box, select Development Services Application

A screenshot of a web application titled "Start New Application Request". The "Type:" dropdown menu is open, showing a list of options: "Select Request Type", "Building Permit", "Building Permit Revision", "Development Services Application" (which is highlighted in yellow), "Engineering Permit", and "Engineering Permit Revision".

To start a new application request:
- Select an application type
- Provide an application name
- Click the button below

- In Project Name box, input the name of the project and click on Start Application.
- A Terms and Conditions page will appear, Select/Check the box that states, "I have read, understand, and agree to the above terms and conditions". Click on Accept & Start my application.
- The Development Services Permit Application page will now appear. Fill out Step 1 – Project Location.
- Step 2 – Application Type dropdown box, Select "Sign Permit Application"

A screenshot of a web application titled "Step 2 - Application Type". The "Application Type" dropdown menu is open, showing a list of options: "Board of Adjustment Variances and Zoning Appeals", "Plat Filing Application", "Sign Permit Application" (which is highlighted in yellow), "Site Plan Application", and "Zoning Permit Application".

Please review the submittal checklist



- Step 3 – Permit Type dropdown Box, Select “ Grand Opening Ground Sign Fee
- Step 3 - Permit Type

Permit Type *

Grand Opening/Reopening Sign Bond

Grand Opening Ground Sign Fee

Sign Permit - Other

Please review the submittal checklist

- Complete Step 4 – Authorized Agent section
- Complete Step 5 – Applicant Information
- Complete the Signature Declaration, click on submit request.