



CITY OF MARATHON, FLORIDA

9805 Overseas Highway, Marathon, Florida 33050
Phone: (305) 743-0033 Fax: (305) 743-3667

Requirements to Obtain a Sign Permit

A PERMIT IS NEEDED TO ERECT, ALTER, OR RELOCATE ANY SIGN.

Section 107 Article 7 **SIGNS** of the City of Marathon Land Development Regulations (LDR's).

If a type of sign is not specifically permitted, it will be considered to be prohibited.

SIGN PERMIT APPLICATION REQUIREMENTS ARE AS FOLLOWS:

1. **Completed Building Permit Application.** Please make sure that you clearly indicate the type of construction (erect, alter, demolish, etc), the proposed square footage of the sign(s), the number of sign faces, estimated cost of the sign(s), and real estate number of property, and the name and license number of the sign contractor.
2. **Letter of Approval from the owner of the property** if the lessee desires to perform the work.
3. **Photos** of all existing signs on the property.
4. **Three copies of a site plan** showing the dimensions of the lot, all existing structures on the property, all access drives, and the location of the sign. A sample site plan is included in this package.
 - a. All signs must maintain a clearance of ten (10) feet from high voltage power lines, and a three (3) foot clearance on all secondary voltage drops.
 - b. All signs must maintain a *clear sight triangle*.
5. **If the sign is a pole or ground-mounted sign in a commercial zone**, an Engineer or Architect shall sign three copies of structural drawings of the proposed sign(s). These drawings need to include elevation, design (copy, logo, etc), size, dimensions, method of attachment, source of illumination and relationship to building and/or structure to be installed or to which it relates. The proposed sign must comply with the following:
 - a. Only one (1) pole or ground-mounted sign is allowed for each frontage and may not exceed twenty-four (24) feet in height.
 - b. The size of the sign may not exceed the size permitted based on the street frontage as follows:

<i>Frontage on US 1</i>		
Frontage	Maximum Area Per Face	Total Face Area
1' to 150'	75 square feet	150 square feet
151' to 300'	100 square feet	200 square feet
301' +	200 square feet	400 square feet

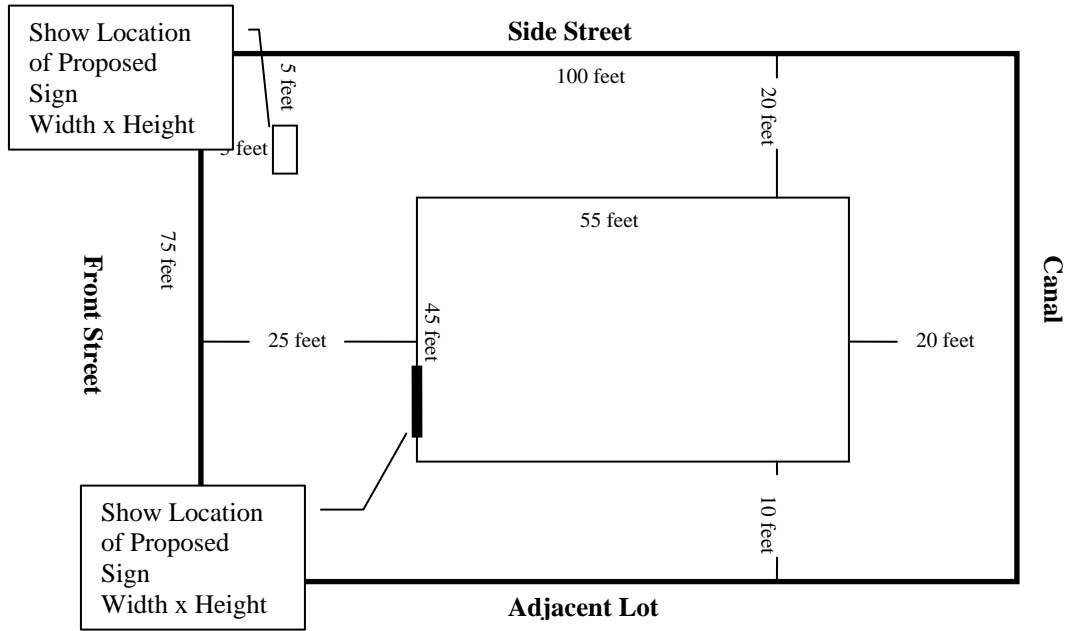
<i>Frontage on City Roads</i>		
Frontage	Maximum Area Per Face	Total Face Area
1' to 150'	40 square feet	80 square feet
151' to 300'	60 square feet	120 square feet
301' +	80 square feet	160 square feet

6. *If the sign is a wall-mounted sign in a commercial zone*, an Engineer or Architect shall sign three copies of structural drawings showing the attachment to the building. The proposed sign must comply with the following:
- a. Wall-mounted signs may not extend above the façade of a building or project outward more than twenty-four (24) inches from the façade or wall on which it is attached.
 - b. The size of the sign may not exceed the size permitted based on the business frontage as follows:

Type of façade	Allowable square footage
Front	2 feet times the length of the business frontage
Side (adjacent to public street)	1 foot times the length of the side frontage along the street
Side (not adjacent to public street)	0.5 feet times the length of the side frontage not along the street
Rear (only if facing public street)	16 sq/ft max & shall not be illuminated

7. An electrical permit is required if the sign has not previously and is to be electrified or have illumination. All lighting standards must be followed as set forth in the City of Marathon LDR's Section 107.62. Administration and Enforcement (B) *Electric Sign and Illuminated Signs*

Sample Site Plan



Sample Sign Design



Permit Checklist ***Sign***

_____ **Completed Building Permit Application.**

- Type of sign (i.e., wall, pole)
- Total Square footage of sign area (combine both sides if 2 sided)
- Estimated cost
- Name of the sign contractor

_____ **Letter of Approval from the owner of the property** (if applicable)

_____ **Survey** (no older than 6 months)

_____ **Site plan** (highlight the location of the proposed sign)

_____ **Structural Drawing of sign** (must show overall height and size)

_____ **Photos** of all existing signs on the property

_____ **Electrical permit** (if applicable)