



CITY OF MARIANNA

MUNICIPAL DEVELOPMENT DEPARTMENT

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Sign Approval Process

Introduction

Sign erection within the City of Marianna requires the property owner/business owner obtain a development order from the City and sign permits from the Jackson County Building Department.

The sign ordinance was established to provide opportunities for businesses within the community to communicate with the public, while also providing for public safety and aesthetic appearances within the City. All signs must meet windload requirements as set forth in the Florida Building Code and must be properly maintained by the owner.

Sign applications are reviewed and approved at the staff level. Variances may be requested prior to review and approval via a letter of petition. All variances should be presented before the City Planning and Zoning Board and City Commission prior to sign application approval. All variance requests require proper public notification via onsite signage and a display ad within the local newspaper.

Unless rescheduled for special circumstances, the City Planning and Zoning Board meets regularly on the fourth Monday of the month at 4:00 p.m. in the City Commission Chambers located at 2897 Jefferson Street, Marianna, Florida. Unless rescheduled for special circumstances, the Marianna City Commission meets regularly on the first Tuesday of the month at 6:00 p.m. in the City Commission Chambers. All meetings are open to the public. Although it is never mandatory the developer attend, your attendance could provide answers to questions which may arise.

In This Handout

- An overview of the sign application process
- An overview of the sign submittal requirements

This handout is a general guide to the sign approval process in the City of Marianna. This information is provided for your convenience only, and is not intended to replace the City sign regulations or other legal documents, and should not be construed as a right to approval if the steps indicated are followed. Additional information may be requested, as deemed necessary for review.

Application Checklist

Incomplete application submittals will not be accepted or processed, unless a requirement is waived by the Director.

1) Application Form:

2) Photographs: --1 copy.

Photographs (sign location overview) of all signs located on the same premises.

3) Copy of the Deed for Proposed Site – 1 copy.

4) Copy of Lease Agreement or Letter of Authorization

from Owner, If Necessary – 1 copy.

If the property on which the sign is to be located is NOT owned by the applicant, a copy of the lease between the property owner and the applicant, as well as a notarized letter of authorization from the property owner must be provided.

5) Conceptual Site Plan:

– 3 copies.

Upon approval four copies will be stamped approved by various City departments. The City will retain one copy for the file and return three stamped copies to the developer to provide to the Jackson County Building Department for review.

A site plan drawn to a scale of no greater than 1"=40' must be provided which illustrates and provides the following information:

- Name, address and phone number of applicant and property owner;
- Date
- Adjacent property owners and property uses;
- Location of any existing sign(s) on the property including distance from property lines to the existing sign(s);
- Location of proposed sign(s) including the distance from the property lines to the proposed sign(s);
- Location of all buildings and structures on the site and distance from property lines;
- North arrow indication;
- Location of adjacent streets, roads, and highways; and
- Location of existing driveways and access connections from the property to adjacent streets.

6) Structural Drawings: -- 3 copies.

A scale structural drawing of the sign must be provided which includes a cross-section drawing of the sign and details of all connections, guy lines, supports, footings and materials to be used.

7) Design Certification:

– 3 copies.

All plans for proposed signs reaching 30 feet in overall height or higher must be signed and sealed by a State of Florida registered/licensed engineer or architect.

8) Building Sign Drawings:

3 copies.

Applications for building signs must include four (4) copies of a scale drawing of the building face on which the proposed sign will be located. The drawing must include:

- Dimensions of the building face;
- Location on the building face with dimensions from edges of sign to edges of building face;
- Dimensions of proposed sign; and
- Height of sign above the ground.

Sign Review Schedule

1) Predevelopment Meeting, If requested.

2) Staff Review

Once in receipt of a complete sign application package, a staff review will be conducted. Incomplete application packages require additional information submissions prior to a completed review.

3) Sufficiency Review Letter, If Necessary.

If unable to contact the applicant by telephone regarding any concerns addressed by staff, a letter will be forwarded to the applicant requesting issues be addressed prior to further review.

4) Administrative Completion

Once approved or denied or if the project is dropped during the approval process, planning staff will complete paperwork and total charges. Fee payment is NOT contingent upon approval.

After approval and payment of fees, the developer will be provided with three sets of stamped plans and any approval conditions.

5) Jackson County Building Department

Once all plans have been approved and fees paid. The developer must submit three sets of City approved plans and any additional information deemed necessary to the Jackson County Building Department for review and approval prior to installation of proposed signage.

6) Inspections

Upon approval, the applicant must schedule two inspections with the City Planner: 1) at the time of sign installation; and 2) after installation to ensure all requirements and setbacks have been met. Upon completion the City Planner will issue a Certificate of Completion. Additional inspections may be conducted as deemed necessary.

Inspections may be requested by the Jackson County Building Department.

Variations are reviewed separately according to the above schedule. Requested variations must be addressed prior to sign development order approval.

Exemptions

The following signs are exempt from the permit requirements, but must be in conformance with all other requirements of the City Sign Ordinance:

- Construction signs 32 square feet or less;
- Directional/informational signs 4 square feet or less located behind applicable setbacks;
- Holiday or special events decorations;
- Name plates of two square feet or less;
- Political signs;
- Public signs or notices, or any sign relating to an emergency;
- Real estate signs;
- Non-permanent window signs;
- Incidental signs;
- "For Sale" signs of two square feet or less;
- Snipe signs for garage sales, yard sales or similar events in residential and mixed-use districts provided that the sign is not in the City or State right-of-way, the owner has permission from the property owner for placement of the sign and the sign is removed by the installer within 24 hours of the sale or event.
- Integral signs as defined by the Sign Ordinance.

Prohibitions

Variations

The following signs are prohibited in all areas of the City:

- Abandoned signs;
- Any non-governmental sign located within a dedicated City street right-of-way unless specifically authorized by the City;
- Flashing, fluttering, undulating, swinging, rotating, or otherwise moving or animated signs, except for time and/or temperature signs;
- Any sign which clocks or restricts the sight distance of a motor vehicle operator at any driveway or intersection;
- Any sign for which any part of the sign extends over, across or above any public way, including roadways and sidewalks, except as permitted in Sec. 5-11.6(1) of the City Sign Ordinance and public or governmental signs;
- Any sign using the words "Stop," "Danger," "Detour," or any comparable word phrase any symbols which would normally be associated with traffic directions, in a manner that tends to mislead, confuse or distract the driver of a vehicle;
- Portable signs;
- Vehicle signs;
- Beacon lighting;
- Bench signs;
- Banners, pennants, streamers, balloons, flags or flying paraphernalia, with the exception of official federal, state, county or educational institution flags, and one symbolic flag for each institution or business, except as permitted in Sec. 5-11.1(7) & (8) of the City Sign Ordinance;
- Signs erected or maintained upon trees or painted or drawn upon rocks or other natural features, with exception to "Posted" property signs;
- Tethered inflatable signs, whether on or off-site;
- Bandit signs, either on or off-site, with exception to real estate signs;
- Towers or other structures erected for advertising purposes, which do not meet windload requirements as set forth in the Florida Building Code and/or are determined by the Planning Director to be public safety concern;
- Snipe Signs.