



# SPECIFICATIONS FOR RAC SIGNAGE REVIEW

Applications: Regional Activity Center Signage | Rev. 02/20/2026

**INFORMATION:** The specifications listed herein are intended to guide applicants with the submittal of a RAC sign request application. The specifications below are required in order for an efficient and accurate review of applications and plans. Failure to provide the required information will result in the application being deemed incomplete.

<p><b>GENERAL ALL SHEETS</b> (NOT INCLUDING COVER SHEET)</p> <ol style="list-style-type: none"> <li>Title block containing: <ul style="list-style-type: none"> <li>Project name.</li> <li>North arrow.</li> <li>Sheet number.</li> <li>Date of preparation and revisions.</li> <li>Developer information and consultants contact information.</li> </ul> </li> <li>Drawn with minimum scale of 1" = 30' (engineering scale)</li> <li>Plans shall be drawn based on the limits of the property survey including any easements depicted on the survey.</li> <li>If applicable, legends to explain graphic symbols or numbering for labeling.</li> </ol>
<p><b>A. COVER SHEET</b></p> <ol style="list-style-type: none"> <li>Project name.</li> <li>Location map including address and or parcel number(s).</li> <li>Index of sheets, sheet name and number.</li> </ol>
<p><b>B. CURRENT SURVEY</b></p> <ol style="list-style-type: none"> <li>Current signed and sealed boundary and topographic survey showing all existing above ground improvements, utilities, rights-of-way dimensions, all easements, spot elevations, sidewalks, etc. within 100 feet of property.</li> <li>Survey shall be based on a Standard Title Commitment issued by a title insurer licensed to do business in Florida or an Opinion of Title issued by an attorney admitted to the Florida Bar.</li> </ol>
<p><b>C. MASTER SIGN PLAN</b> (Applicable when proposing ground signs)</p> <ol style="list-style-type: none"> <li>Title Block including project name and design professional's address and phone number.</li> <li>Site Plan Features (graphically indicated) <ul style="list-style-type: none"> <li>Adjacent rights-of-way to opposite property lines (indicate all nearby curb cuts)</li> <li>Waterway width, if applicable</li> <li>Property lines (dimensioned)</li> <li>Building outlines</li> <li>Locations of existing signage</li> <li>Locations of proposed signage</li> <li>Driveways, parking areas, pavement</li> <li>Pedestrian walkways (including public sidewalks and on-site pedestrian paths)</li> <li>Traffic control signage</li> <li>Fire hydrants (including on-site and adjacent hydrants)</li> <li>Easements (as applicable).</li> </ul> </li> </ol>
<p><b>D. BUILDING ELEVATION</b></p> <ol style="list-style-type: none"> <li>All building facades with directional labels (ie. North, South) where signage is proposed.</li> <li>Dimensions, including height and width of all signs.</li> <li>Dimensions of setbacks and required stepbacks from property lines.</li> <li>Indicate architectural elements, materials and colors.</li> <li>Cross sections when sign projects from building.</li> </ol>
<p><b>E. SIGN DETAILS</b></p> <ol style="list-style-type: none"> <li>Details of the following: (Scale 1/4" = 1' minimum) <ul style="list-style-type: none"> <li>Signage dimensions</li> <li>Signage Area (area of each side if multi-faced sign)</li> <li>Signage copy</li> <li>Color</li> <li>Materials</li> <li>Lighting Details</li> <li>Mounting Details</li> </ul> </li> </ol>
<p><b>F. SIGNAGE RENDERINGS</b></p> <ol style="list-style-type: none"> <li>Street-level perspective renderings as viewed from a pedestrian level, with ground elements and references to depict and determine appropriate scale of signs.</li> <li>Oblique aerial perspectives from opposing views, which indicate the sign location with adjacent existing structures.</li> </ol>
<p><b>G. LANDSCAPE PLAN</b> (Applicable when proposing ground signs)</p> <ol style="list-style-type: none"> <li>Master Sign Plan information (in tabular form on landscape plans)</li> <li>Title block including project name and design professional's address and phone number</li> <li>Scale (1" = 30' min, must be engineer's scale)</li> <li>North indicator that is consistent with all other plans being submitted</li> <li>Drawing and revision dates, as applicable</li> <li>Landscape Plan Information (in tabular form on plans)</li> <li>Landscape Plan Features (graphically indicated)</li> </ol>

**FOR QUESTIONS OR ASSISTANCE CONTACT:**

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