



**PALM BEACH COUNTY
PLANNING, ZONING AND BUILDING DEPARTMENT
ZONING DIVISION
POLICY AND PROCEDURE**

JON P. MACGILLIS, ASLA, DIRECTOR

PPM # ZO-O-012

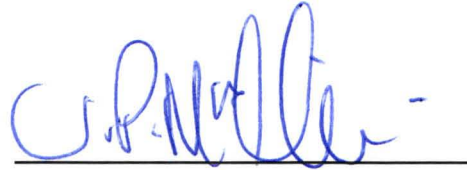
Issued: 10/14/04

Effective: 02/21/17

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- SUBJECT: Signs Damaged Due to Natural Disaster**
- AUTHORITY: Article 8, Signage, and Article 1.F, General**
- PURPOSE: To clarify the review and approval process or signs damaged during a natural disaster.**
- POLICY: Sign Permits shall be issued in accordance with an approved Master Sign Plan and Conditions of Approval for the subject development. Projects which do not have either of the above shall comply with the requirements of Unified Land Development Code (ULDC) Article 8, Nonconforming Signs shall follow the provisions set forth in ULDC Article 1.F.**
- PROCEDURES: Conforming Building Mounted Signs and Ground Mounted signs:**
1. Damaged sign faces may be replaced.
 2. Damaged structures may be reconstructed pursuant to the approved Site Plan, Master Sign Plan, Conditions of Approval, and/or ULDC requirements.
 3. The sign shall be located in the same location as previously approved.
- Non-conforming Building Mounted Signs and Ground Mounted signs:**
1. Damaged sign faces may be replaced, but not enlarged.
 2. Damaged structures shall comply with the requirements of Article 1.F.
 3. Signs with damage exceeding the thresholds established in Table 1.F.1.F, Nonconformities – Percentage and Approval Process for Maintenance, Renovation and Natural Disaster Damage Repair, must be rebuilt in accordance with the current ULDC requirements. In order to determine the value of a sign, the applicant shall provide a copy of their insurance policy and/or the value as listed on the application for the building permit previously issued by Palm Beach County.
 4. The applicant shall complete the “Improvement/Expansion to Non-Conforming Use/Structure/Site Element” Form #38, and submit it with the building permit application.
- Billboards:**
1. Billboards damaged during a natural diaster may reconstruct in accordance with Article 8.H.2.E, Repair and Maintenance of Billboards, of the ULDC.
 2. Prior to applying for a building permit, the applicant shall meet with Zoning staff for review of the approval of the billboard.

3. The applicant shall provide a copy of the approved Special Permit issued with the Building Permit application.

Attachment: Form #38 - Improvement/Expansion to Non-Conforming Use/Structure/Site Element

A handwritten signature in blue ink, appearing to read "C. P. Miller", is written above a horizontal line.

Director

Supersession History:

PPM#ZO-O-012, Issued: 10/14/04
PPM#ZO-O-012, Revised: 09/30/10
PPM#ZO-O-012, Revised: 02/21/17

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Improvements / Expansion to Non-conforming Use / Structure / Site Elements

This form is used to calculate the maximum construction costs allowed for the expansion, maintenance, renovations and/or natural disaster damage repairs for non-conforming uses, structures and site elements. Required site work such as parking, landscaping and lighting improvements are to be included in the calculations. Please refer to Unified Land Development Code (ULDC) Article 1.F. for all standards, percentages and use approval processes.

Non-conforming Use / Structure / Site Elements (check the box that applies to your request):

- Major Non-conforming Use in a Conforming Structure
- Minor Non-conforming Use in a Conforming Structure
- Conforming Use in a Non-conforming Structure
- Non-conforming Site Elements

This form shall be completed by the property owner, contractor, architect or another design professional that is knowledgeable about building construction costs and the work to be completed at the address below. The figures requested below are required prior to applying for a building permit or a Development Order Amendment for any improvement to a non-conforming use or structure or site elements.

PCN(s): _____

Address of Property: _____

Owner: _____

Contractor (if applicable): _____ Phone Number: _____

Architect (if applicable): _____ Phone Number: _____

Building Permit Number(s) existing (to vest existing structure): _____

Proposed use: _____

Describe how structure is non-conforming: _____

Detailed Description of Work to be complete on interior and/or exterior of structure:

(attach a separate sheet if necessary)

Current Improvement Value as determined by the Palm Beach County Property Appraiser for all types of non-conformities for the specific parcel:

\$ _____ (Enter improvement value per website at <http://www.pbcgov.com/papa/>)

Proposed Modifications; check the applicable description box below:

- Nonconformities** - Percentage and Approval Process for **Maintenance, Renovation and Natural Disaster Damage Repair** - (ULDC Article 1.F.1.G)
- Nonconformities** - Percentage and Approval Process for **Expansion** - (ULDC Table 1.F.1.F)

Complete the following chart by itemizing each cost (no lump sum for entire job) with each description. Attach a signed contract with each description and estimated costs or a signed and sealed letter from the Contractor, Architect or other design professional showing the schedule of values with each description of work. Use separate sheet if necessary.

Construction Costs (Interior & Exterior)					
Maintenance		Renovation		Natural Disaster Damage	
Description of Work	\$ Value of Work	Description of Work	\$ Value of Work	Description of Work	\$ Value of Work
Total		Total		Total	

STAFF ONLY:

Zoning Review:

Building Review:

Zoning Reviewer Signature

Building Reviewer Signature

- Sufficient Insufficient

- Sufficient Insufficient