



BOCA RATON AIRPORT SIGN STANDARDS

Adopted

February 24, 1993

Amended

March 16, 1994

September 19, 2007

September 15, 2010

March 16, 2011

December 14, 2011

February 15, 2012

October 16, 2013

February 18, 2015

July 20, 2016

September 17, 2025

1. **PURPOSE AND INTENT**

The purpose of these sign standards is to protect and promote the safety and welfare of the tenants and users of the Airport while at the same time affording both aviation and non aviation Airport Tenants the opportunity to identify their businesses and direct patrons to their facilities. These standards are designed to achieve both harmony with the City Sign Code and with the Airport's specific regulatory and proprietary interests. All signs erected on the leasehold premises of an Airport Tenant shall comply with the City Sign Code in effect at the time of application. These sign standards are intended to be reasonable time, place and manner restrictions on commercial speech. Whenever possible, a court shall construe these sign standards as being content-neutral.

2. **JURISDICTION**

In accordance with the Amended and Restated Memorandum of Agreement Between the City of Boca Raton and the Boca Raton Airport Authority dated January 30, 2008, the Authority has adopted the City Sign Code, including the variance process set forth therein, as the governing law with regard to signage on the Airport, except to the extent that these Sign Standards impose substantive requirements or rights. With respect to sign permitting under the City Sign Code, the City will exercise regulatory jurisdiction. To the extent that a variance is sought from the requirements of the City Sign Code for signs facing the landside on aviation and non-aviation land, the City will exercise limited jurisdiction, and the CAB will review the variance request(s) and make a determination regarding the appropriateness of the variances sought. The Authority retains the right to grant a variance to the requirements of the City Sign Code for signs on aviation land that face or are visible from the airside, and with regard to such variances, the City shall not exercise jurisdiction.

3. DEFINITIONS

The following words, terms and phrases, used in these standards, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

“Airport tenant” means a person or entity that has a lease with the Authority for premises located at the Airport.

“Authority” means the Boca Raton Airport Authority.

“Aviation tenant” means an Airport Tenant of land designated for aeronautical use.

“Board of Members” means the governing board of the Authority.

“CAB” means the City of Boca Raton Community Appearance Board.

“City Sign Code” means the City of Boca Raton Sign Code, as it may be amended from time to time.

“Construction Sign” means a temporary sign necessary for identification of a construction project, site safety, or to temporary location of a tenant or business during the construction project.

“Effective date” means the date on which the most recent amendment to the sign standards was adopted.

“Large Hangar” means a hangar that exceeds twenty (20) feet in height.

“Executive Director” means the Executive Director of the Boca Raton Airport or his/her designee.

“Occupancy” means any business, activity or professional office conducting regular affairs in a building or hangar or otherwise on airport property.

“**Sign**” means any device or representation for visual communication that is used for the purpose of bringing the subject thereof to the attention of others.

“**Sign structure**” shall mean a supporting structure erected or intended for the purpose of fastening, affixing, displaying or applying a sign; however, this definition shall not include a building or perimeter wall.

“**Sign standards**” means the Boca Raton Airport Sign Standards as they may be amended from time to time.

“**Site plan sign**” means any sign depicted on a site plan approved by the Members as an essential part of a site plan, including traffic direction/safety signs and disabled parking signs.

“**Special event**” means an Authority-approved temporary activity that differs from the normal use of a premises, . but does not include any activity or relationship connected with the development of or construction on an Airport Tenant’s leasehold premises

“**Special event sign**” means a temporary sign erected on the premises where a special event is being conducted and which carries a message regarding the special event or provides ingress/egress or traffic direction/safety instructions in connection with the special event.

“**Subtenant**” means any person or entity having a lease with an airport tenant to conduct a business, activity or profession on airport property.

4. PROHIBITION

It is prohibited to erect, install, or use any sign and/or sign structure on the Airport without the approval of the Authority. Except as provided for in Section 8, signs that are not authorized by Sections 7, 9, 10 or 11, or do not comply with the City Sign Code are prohibited.

5. REVIEW AND APPROVAL PROCESS

Unless otherwise specified herein, approval of a sign and/or sign structure requires first conditional approval and then final approval by the Authority.

a. CONDITIONAL APPROVAL

The first step in the approval process is an application for conditional approval to the Executive Director, which application consists of a cover letter describing the sign and/or sign structure proposed and the documents required below. For conditional approval, the applicant must provide the Executive Director with:

- i. Name, address, and telephone number of the applicant requesting permission for the construction, operation, maintenance or displaying of the sign or sign structure;
- ii. Name, address, and telephone number of the sign contractor, if any; and
- iii. Two copies of a drawing, sketch, or diagram indicating the location of the proposed sign;
- iv. Two copies of Plans and Specifications for the sign(s) showing dimensions, material, copy, background and copy color(s) and any other pertinent details.

If the Authority gives conditional approval of the sign and/or sign structure, the Resolution providing for conditional approval should be presented to the City as a part of the application for a sign permit from the City. If the proposed sign and/or sign structure are exempt from the City of Boca Raton Sign Code and/or the Florida Building Code, then the applicant shall request a letter from the City stating that the proposed sign and sign structure are exempt. Conditional approval terminates ninety (90) days after the date of the Resolution issuing such conditional approval. The Executive Director may, for good cause shown, extend the conditional approval for a period of time determined to be reasonable in the sole discretion of the Executive Director.

b. FINAL APPROVAL

Once an applicant has obtained the City's determination of whether the proposed sign complies with the City Sign Code and building permit(s) from the City to install the proposed sign and/or sign structure, if applicable, the applicant may seek final approval by the Authority. For final approval, the applicant must submit the following:

- i. Determination by the City of whether the proposed sign or signs complies with the City Sign Code;
- ii. Applicable building permit(s) for the sign and/or sign structure, or the letter from the City stating that the proposed sign and/or sign structure are exempt from Florida Building Code;
- iii. Any other information relevant to the approval that is required by the Executive Director;
- iv. If applicable, an order from the Board of Members granting a variance from compliance with the City Sign Code; and

- v. If applicable, a determination from the CAB recommending approval of a variance from compliance with the City Sign Code.

Final approval is given by resolution of the Authority Board.

6. CONSTRUCTION/INSTALLATION

The applicant shall have ninety (90) days from the date of the Resolution granting final approval to construct or install the proposed sign and/or sign structure and close out any permits required by the City. Within thirty days after the applicant has completed construction or installation of the proposed sign and/or sign structure, the applicant shall submit copies of as-builts of the proposed sign and/or sign structure to the Executive Director.

7. SPECIAL EVENTS

The Executive Director may grant approval for special event signs, but such approval shall be valid for only fifteen (15) calendar days or until the conclusion of the special event, whichever occurs first. Special event signs may not be erected prior to 24 hours before the commencement of the special event.

8. CONSTRUCTION SIGNS

The Executive Director may grant approval for construction signs as needed for all Authority approved projects. Construction signs may not exceed 16 square feet and shall be removed at the completion of construction.

8. VARIANCE PROCEDURE

a. INTENT

This variance process is intended to provide an alternative to the requirements of the City Sign Code for signs.

b. PROCESS

If the City determines that a proposed sign does not comply with the City of Boca Raton Sign Code, the applicant may apply for a variance as follows:

- i. For signs on aviation land that face or are visible from the airside, by submitting applications for variance to the Executive Director in the form of a letter that states the need for the variance, applies the criteria set forth below to the proposed sign and provides any evidence or sworn affidavits in support of the application as attachments. The Executive Director will distribute the application to the Board of Members.

- ii. For all other signs on the Airport, by submitting an application for Review of BRAA Variance Request to the CAB.

c. STANDARD OF REVIEW

The Board of Members shall evaluate the application based on application of the evidence and testimony presented by the applicant and any other evidence bearing on the issue not presented, and make a decision based on the preponderance of the evidence. The Board of Members shall consider each of the following criteria in its review of requests for variance:

- i. The extent to which the sign complies with the City of Boca Raton Sign Code;
- ii. The size of the sign;
- iii. The degree of contrast between the background and the lettering and/or numbering;
- iv. The visibility of the sign in all conditions, including daylight, darkness, rain, etc;
- v. The lighting of the sign;
- vi. The proximity of the sign to the runway and important maneuvering intersections in the taxiway;
- vii. Factors that make the sign particularly recognizable;
- viii. The consistency of the sign with the style already established at the Airport or on the particular structure to which it is affixed; and
- ix. The safety impacts of the proposed sign, including the strength of the sign and/or sign structure, the exposure of the sign and/or sign structure to wind gusts, the exposure of the sign and/or sign structure to vehicular traffic, the ability of the sign to impair safe aviation use of the Airport.

9. AIRPORT TENANT MONUMENT SIGNS

Each Airport Tenant with leasehold premises fronting Airport Road may have one freestanding sign identifying the airport tenant and no more than four subtenants per sign face, located at least ten feet from Airport Road and shall be permitted a maximum sign area of seventy-two (72) square feet per sign face and a maximum aggregate sign area of one hundred forty-four (144) square feet. No freestanding sign or sign structure shall exceed eighteen (18) feet in width or ten (10) feet in height.

10. MULTIPLE STORY BUILDINGS, AND LARGE HANGAR SIGNS

Multiple story buildings and large hangars shall be permitted two building identity signs located at the top of the building, provided that there is not more than one building identity sign on any side of the building or hangar. Building identity signs may identify the name of the multiple story building or large hangar or the main occupancy.

11. OTHER HANGAR SIGNS

Each occupant of a hangar which carries on a permitted aviation business may erect one flat sign on such hangar . Each such sign shall be no larger than four feet high by eight feet wide. The number of these signs shall not exceed five (5) per hangar. Signs on hangars shall be of uniform color, size, placement, typeface and materials unless otherwise approved by the Authority.

12. INSPECTION

Upon completion of installation of a sign, the applicant shall notify the Executive Director and provide him or her with a copy of “as-builts” for the installed sign. The Executive Director will inspect the sign and determine if it conforms to the Authority’s approval and these standards. A record of such inspection shall be maintained. The Executive Director’s inspection is performed to ensure compliance with the sign standards and shall not be construed in any way as a guarantee of the quality or durability of the sign or installation.

13. MAINTENANCE: Signs shall be kept in a neat and orderly appearance, free of chips and smudges, and in plumb, vertical position. If a sign is not properly maintained, the Executive Director will give the sign owner written notice. Required repairs must be made by the owner within fourteen (14) calendar days of notice. The Executive Director may remove a sign that has not been repaired as directed. The Executive Director may, at his or her sole discretion, extend the time period for making repairs.

14. REMOVAL OF NONCOMPLYING SIGNS Any sign or sign structure not erected, altered, changed, repaired, displayed, used, maintained or removed in accordance with these Sign Standards or City of Boca Raton Sign Ordinance may be removed by the Executive Director at the expense of the Airport Tenant on whose premises the sign or sign structure is located. The minimum cost for removal of any sign is \$50. The Executive Director will document the cost of removal and provide the Airport Tenant with an invoice for these costs. The Airport Tenant shall pay the invoiced amount to the Authority within thirty (30) calendar days of the date of the invoice. The removed sign and sign structure will not be returned to the owner until the cost of removal as set forth in the invoice provided is paid.

15. REMOVAL UPON DISCONTINUANCE OF BUSINESS When a business or service is discontinued, all signs relating to the business or service shall be removed within ten (10) calendar days from the date of discontinuance. The sign structure may remain in place if the sign text is not visible, provided the sign text is covered with a durable material approved by the Executive Director.

16. COMPLIANCE WITH MOST RECENT AMENDMENT TO THE SIGN STANDARDS Any sign or sign structure erected, installed or replaced after the Effective Date shall comply with the provisions of the most recent amendment to the sign standards. Any sign approved prior to the effective date requiring greater than 50% of the sign face to be repaired or replaced shall comply with the provisions of the most recent amendment to the sign standards.

17. COMPLIANCE WITH THE FLORIDA BUILDING CODE Signs and sign structures shall be erected in compliance with all applicable provisions of the Florida Building Code. Applicants desiring to construct, install, erect or replace signs and/or sign structures shall consult with the City of Boca Raton Building Department, and if necessary, get all necessary permits, inspections and approvals from the Building Department.

18. EXEMPTIONS. Site plan signs are exempt from the approval process set forth in Section 5, provided that they meet applicable requirements of law and the City Sign Code, including approval by the City, if applicable. The Authority resolution approving the site plan may be presented to the City as the Authority's authorization of site plan signs.