



**ISLAMORADA, VILLAGE OF ISLANDS
INVITATION TO BID #18-04
ENTRANCE SIGN FOR FOUNDERS PARK**

A. INTRODUCTION

Islamorada, Village of Islands (the “Village”) is accepting sealed cost proposals for the engineering, fabrication and installation of a double-sided sign at the north entrance of Founders Park per the specifications described herein (the “Project”). This is for replacement of a sign that was destroyed by Hurricane Irma, which occurred on September 10, 2017.

1. Description of Project: Contractor shall provide all labor, materials, tools, apparatus, means of transportation, services and incidentals necessary to perform all the work for the engineering, fabrication and installation of a double-sided sign at the north entrance of Founders Park according to the specifications and plans provided herein.

Exhibit “A” provides sign design and construction specifications based upon the previous sign, including a location map and a photograph of the previous sign taken from googlemaps.com. Please note that instead of electric-powered lighting from the ground, the Village prefers solar-powered lighting from the top of the sign, if feasible.

Exhibit “B” provides the Village’s Sign Ordinance (Sections 30-1431 through 30-1436 of the Village’s Code of Ordinances).

Exhibit “C” is the Village’s Bid Form that should be completed and submitted by each bidding contractor.

B. INSTRUCTIONS TO BIDDERS

All proposals must be submitted in a sealed envelope to:

Kelly Toth, Village Clerk
Islamorada, Village of Islands
86800 Overseas Highway
Islamorada, Florida 33036

on or before February 5, 2018, 3:00 PM.

The sealed envelope must be clearly marked:

“PROPOSAL FOR ENTRANCE SIGN FOR FOUNDERS PARK.”

Any cost proposal received after the submission deadline will not be considered.

All inquiries and requests for clarification or interpretation regarding this Invitation to Bid shall be made in writing to the attention of Ana Hernandez, Procurement & Grants Administrator, by mail to 86800 Overseas Highway, Islamorada, Florida 33036; by email to: ana.hernandez@islamorada.fl.us; or by fax to (305) 664-6464 no later than **January 26, 2018**.

Interpretations or modifications of this Invitation to Bid made in any manner other than by written addendum will not be binding. No oral interpretations or clarifications shall be binding. The Village will issue appropriate addenda as necessary via DemandStar at <https://www.demandstar.com> and on the Village’s web site at <http://www.islamorada.fl.us>.

The Village reserves the right to reject any or all responses and to waive informalities in any responses received (except timely submission of cost proposals), to re-advertise for bids or to take any other such actions that may be deemed in the best interests of the Village.

The award of the contract will be granted to the contractor with the highest ranking based on price and the aesthetic and technical qualities of the sign and will be made to a contractor whose qualifications indicate the award will be in the best interest of the Village and whose submittal complies with the requirements of these specifications.

If the successful contractor to whom the work is awarded forfeits the award by failing to initiate the work with the Village within fifteen (15) business days, the Village may, at the Village’s sole discretion, award the work to the contractor with the second-ranked submittal or reject all submittals.

The selected contractor agrees to abide by the cost proposal in the submittal for up to 90 days from the date of the award to allow the Village to review, award and execute any necessary contracts or purchase orders.

In order to be considered a “responsive” submittal, the contractor must have adequate equipment and personnel to do the Work within the time limits that are established, have adequate financial status to meet the obligations to perform the Work and have not defaulted on a prior contract.

The bid shall be quoted as a lump sum. The lump sum quote shall include all related services, labor, equipment and materials, tools, apparatus, means of transportation, services and incidentals to perform all the Work as described herein.

Insurance. The Village requires that the contractor maintain insurance in the following minimum amounts for this Project and name the Village as an additional insured:

Commercial General Liability Insurance	\$ 1,000,000.00
Comprehensive Automobile and Vehicle Liability	\$ 100,000.00
Worker Comprehensive Employer's Liability	Per statutory limit

Licenses. The following licenses shall be required for a contractor to work on this Project:

- a. Monroe County Occupational License.
- b. General Building Contractor's License or be licensed as a Sign Erector.
- c. Contractor shall also be registered with the Village's Building Department.

Permits. The Contractor shall be responsible for obtaining all permits for this Project. Any fees for Village permits shall be waived. Contractor will be required to apply for a building permit from the Village's Building Services Department and adhere to the Village's Code of Ordinances. Any work completed that is not in conformance with the Village's Code and that must be revised will be corrected at the Contractor's expense. Per the Village's Code of Ordinances, structural drawings showing wind load calculations are required for the sign permit for the sign meeting the design and construction specifications included in Exhibit "B." The Village is not able to locate the structural drawings for the previous sign; therefore, new drawings will be required.

The following permits shall be required for this Project:

- a. Village Building Department Permit.
- b. Florida Department of Transportation (FDOT) permit will be provided by the Village. Contractor shall be responsible for all permit requirements of the FDOT, as applicable.

C. REQUIRED DOCUMENTS

The Bidder shall submit the bid or proposal on the forms provided by the Village and attached as Exhibit D hereto with all blanks filled in by typewriter or written in ink.

The Bidder shall provide the total bid amount in both spelled out, written words and numeric figures. In case of a discrepancy between the two amounts, the spelled out, written words amount shall govern.

The Bidder shall **submit one (1) printed original, two (2) printed copies and one (1) electronic copy of the proposal** in PDF format on CD, flash drive or sent by e-mail to the Village Clerk at clerk@islamorada.fl.us. The bid shall indicate whether the Bidder is a sole proprietor, a partnership, a corporation, or other legal entity. The bid documents shall include:

1. Completed Bid Form at Exhibit D;
2. Copies of required licenses;
3. Proof of required insurance.

EXHIBIT A – SIGN DESIGN AND CONSTRUCTION SPECIFICATIONS

Location:

Please see attached map for location of the sign.

Sign Face:

The sign shall be double-sided, constructed of 2” x 6” redwood boards, primed and painted white with lead based outdoor enamels. The sign face shall be 8’ in height and 12’ in width. Each side of the sign shall be bolted into two (2) 8” supporting structural tubes (3/8” thick minimum). The supporting boards shall be bolted directly into the posts.

Sign Cabinet:

Following Award and Notice to Proceed, Contractor shall submit detail for sign cabinet for approval by Village. Submittal shall be provided to Village prior to permit application for Work. Cost shall be included as part of this Quote Sheet.

Letters and Graphics:

The letters and graphics, consisting of Text as shown on the attached Exhibit “B” shall be raised with a sandblasted texture giving the sign a 3D effect. The “Founders Park” letters shall be the largest text on the sign. The “Park Info: (305) 853-1685 shall be the second largest text on the sign. The “Islamorada, Village of Islands” text shall be smaller, as shown on Exhibit “B” The Village Seal shall have an 18” diameter. The seal shall be on a raised flat circular surface with decal. Seal graphic will be provided by the Village upon request.

The Contractor shall provide the measurements for the letters and graphics and will be subject to approval by the Village. The Village seal shall be sandblasted or raised as proposed by the Contractor, and shall be approved by the Village. The Village seal image will be provided following Notice to Proceed.

Colors:

All letters shall be dark green with an imitation gold outline. The Contractor shall provide colors and paints to be used and will be subject to approval by the Village.

Posts:

The posts will be galvanized steel, 8” diameter structural post, with minimum length of 13’8” set inn hole drilled 20” minimum into rock and filled with concrete, as shown in plans provided as Exhibit “A”. The posts and attachment to the foundation must conform to the “break-away” requirements of the Florida Department of Transportation, Index no. 9535.

Concrete Footings:

Existing concrete footings are in good order and may be used for the new sign.

Posts:

The posts will be galvanized steel, 18” in length and set in an 18” diameter auger hole drilled 6’ into rock and filled with concrete. The posts must conform to the “Break-Away” requirements of the Florida Department of Transportation Index no. 9535.

Pineapple Finials:

The height of each of the two (2) Pineapple Finials is shown as 12” and shall be affixed to the top of each post. Variations in the size of pineapple finials may be submitted provided that the height does not exceed 20”. The Contractor shall provide an acceptable equal or substitute for this item for approval by the Village.

Lighting:

Instead of electric lighting placed on the ground and illuminating the sign from the ground, the Village would like a solar-powered lighting system attached so that the sign is illuminated from the top, if possible. Alternatively, a solar-powered lighting system lighting the sign from the bottom will be considered.



Street View Photo Sphere See inside
 Click highlighted areas to see images

All Keys Rental
 Old Cabrera Trucking

Approximate
 Sign Location
 87000 Overseas Hwy.

Islamorada
 Admin HQ +
 Public Safety Facility
 86800 Overseas Hwy.

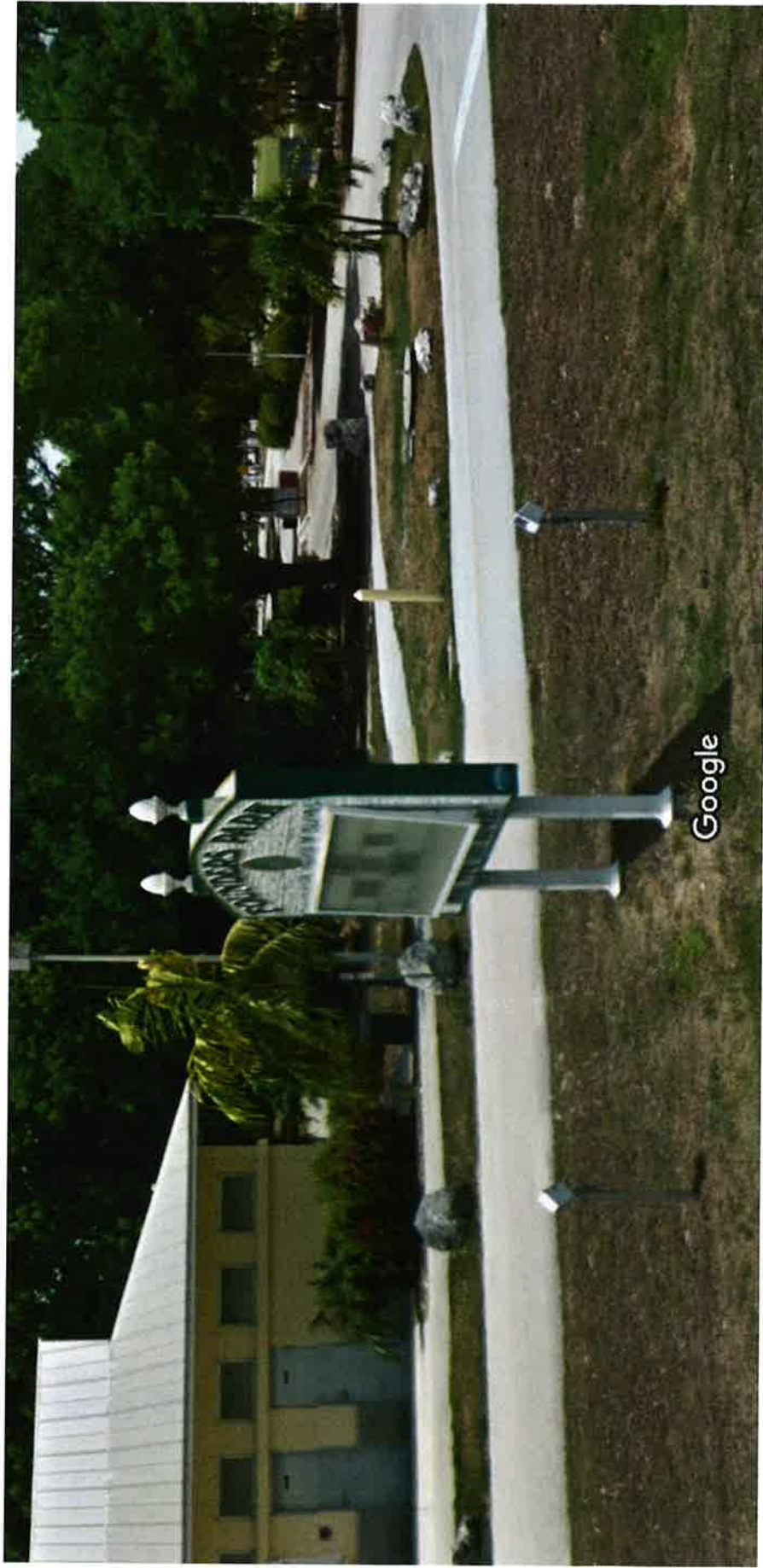
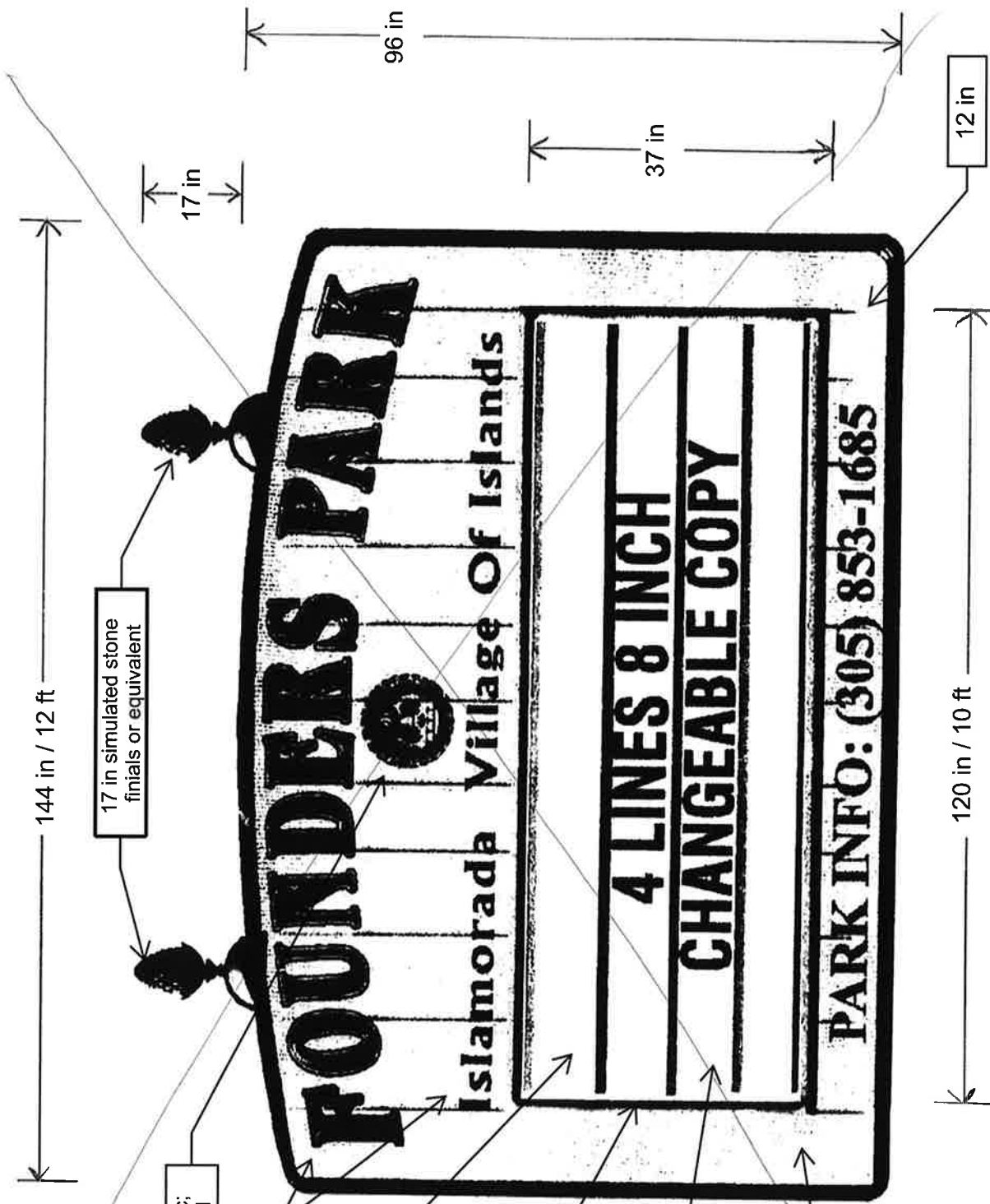


Image capture: Jul 2015 © 2018 Google

Islamorada, Florida

Google, Inc.

Street View - Jul 2015



17 in simulated stone finials or equivalent

Village Seal Graphic; thermal resin decal

Raised "3D" letters painted to specs

Changeable letters (250 pieces)
3 lines of copy @ 8 in or 4 lines of copy @ 6 in
Letter storage cabinet included

Hinged locking vandal cover with clear 1/4 in solar grade lexan face, stainless hinges, painted finish

3/16 in white acrylic reader board back

Sign Face: 2 in, 18 lb high density urethane board blasted to simulate wood grain, primed and painted with 2 coats of lead-based paint

* Per Village Code, the height is limited to 16 ft, including the finials

144 in / 12 ft

17 in

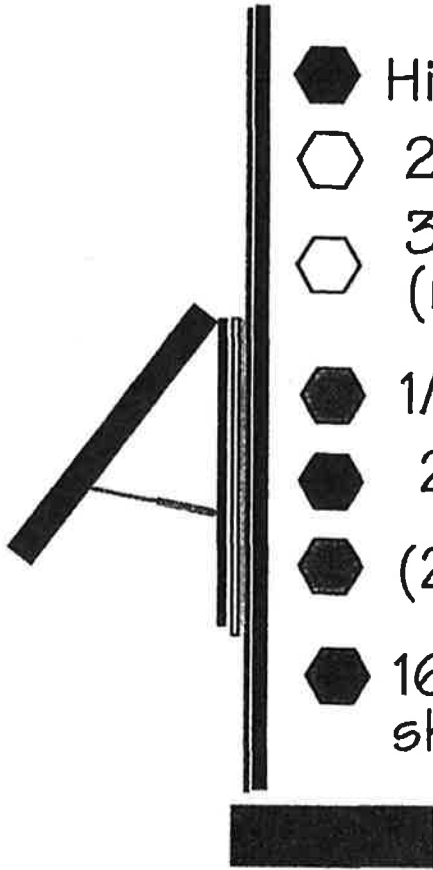
96 in

37 in

120 in / 10 ft

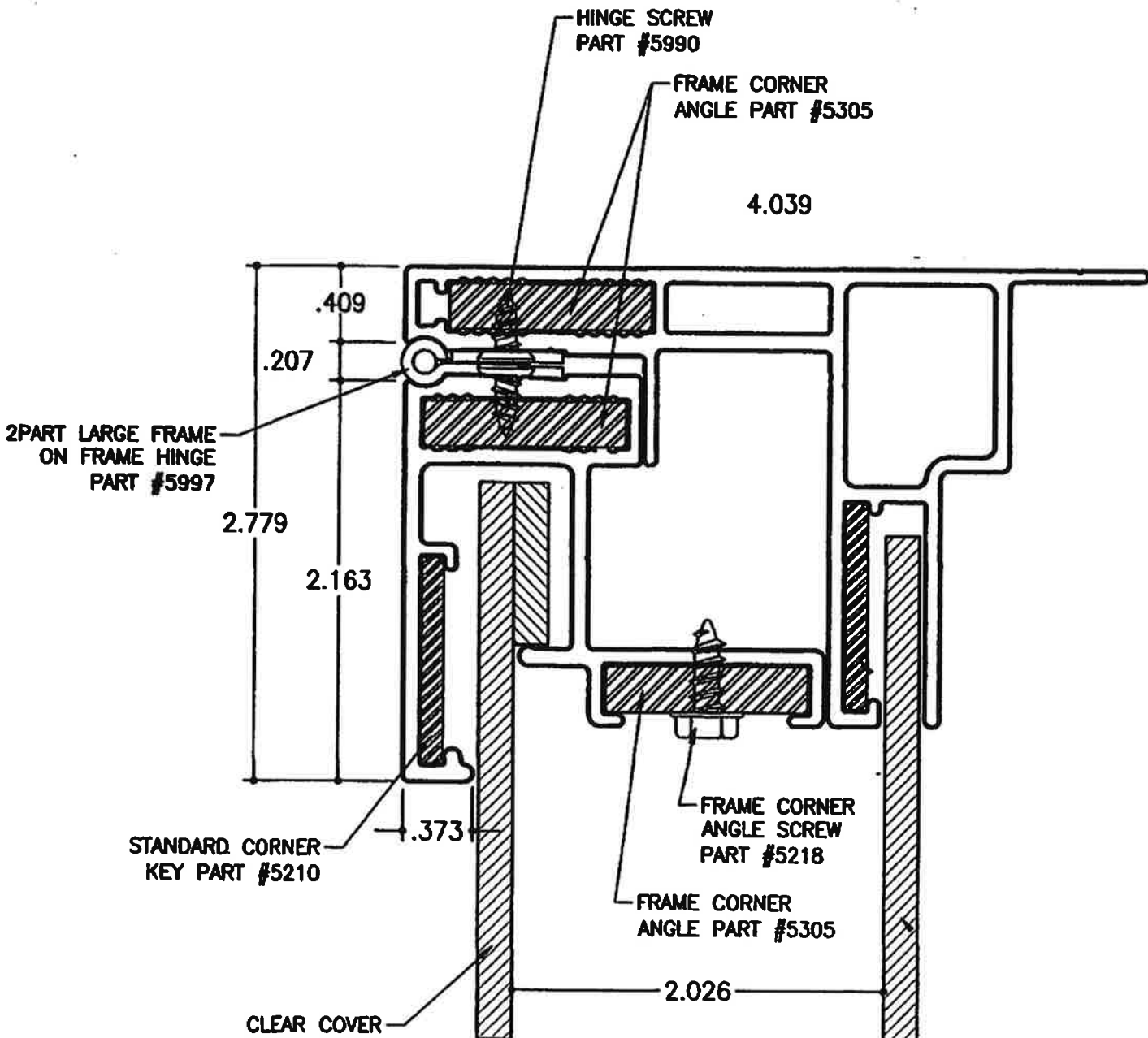
12 in

sign panel sideview



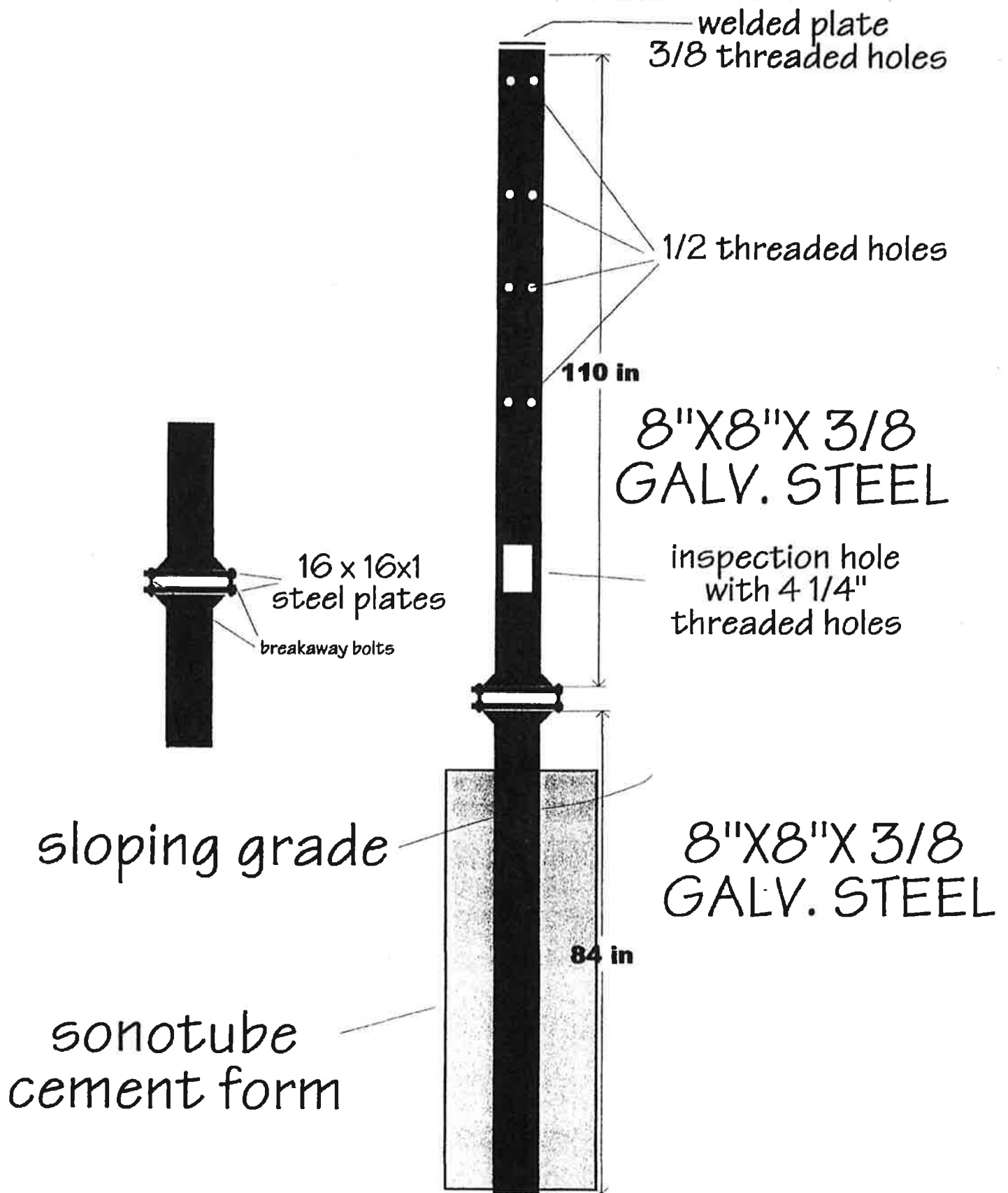
- Hinged locking vandal cover
- 2" thick 18 lb. hi density Sign Foam
- 37" x 120" white acylic sheet
(reader panel back)
- 1/8" alumium sheet bonded to foam
- 2" x 2 x 1/16" alumium angle
- (2) gas lift support pistons
- 16 ga brushed 304 stainless
sheet 12" wide around entire sign edge

Vandal cover extrusion



SECTION DETAIL - Γ

SCALE : 1" = 1"



**ISLAMORADA, VILLAGE OF ISLANDS
CODE OF ORDINANCES
DIVISION 10. - SIGNS**

EXHIBIT B

Sec. 30-1431. - Purpose, substitution and severability.

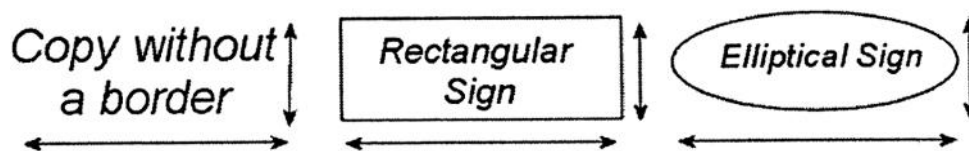
- (a) The regulations and requirements set forth in this division are intended to promote and protect public health, safety and general welfare by regulating existing and proposed signs within the village. In particular this division is intended to preserve and enhance the unique aesthetic character of the village and its surrounding environ by reducing visual and light pollution. It is intended to encourage signs which help to visually organize the activities of the village, reduce visual clutter, lend order, and are an equitable and easy to read set of regulations which will provide protection to both residential and nonresidential property owners in the village.
- (b) Substitution . It is not the purpose of this division to regulate or control the copy, content or viewpoint of signs nor is it the intent of this division to afford greater protection to commercial speech than to noncommercial speech. Any sign, display or device allowed under this division may contain, in lieu of any other copy, any otherwise lawful noncommercial message that complies with all other requirements of this division. The noncommercial message may occupy the entire sign area, or any portion of the sign area, and may substitute for or be combined with the commercial message. The sign message may be changed from commercial to noncommercial, or from one noncommercial message to another, as frequently as desired by the sign's owner, provided that the sign is not prohibited and the sign continues to comply with all requirements of this division.
- (c) Severability.
 - (1) If any part, section, subsection, paragraph, subparagraph, sentence, phrase, clause, term, or word of this division is declared unconstitutional by the final and valid judgment or decree of any court of competent jurisdiction, this declaration of unconstitutionality or invalidity shall not affect any other part, section, subsection, paragraph, subparagraph, sentence, phrase, clause, term, or word of this division.
 - (2) Severability where less speech results. This subsection (2) shall not be interpreted to limit the effect of subsection (1) above, or any other applicable severability provisions in the code or any adopting ordinance. The village council specifically intends that severability shall be applied to these sign regulations even if the result would be to allow less speech in the village, whether by subjecting signs currently exempt from permitting to require permitting for such signs, or by some other means.
 - (3) Severability of provisions pertaining to prohibited signs. This subsection (3) shall not be interpreted to limit the effect of subsection (1) above, or any other applicable severability provisions in the code or any adopting ordinance. The village council specifically intends that severability shall be applied to section 30-1432(i), "prohibited signs," so that each of the prohibited sign types listed in that section shall continue to be prohibited, irrespective of whether another sign prohibition is declared unconstitutional or invalid.
 - (4) Severability of prohibition on off-premises signs. This subsection (4) shall not be interpreted to limit the effect of subsection (1) above, or any other applicable severability provisions in this division or any adopting ordinance. If any or all of this division is declared unconstitutional or invalid by the final and valid judgment of any court of competent jurisdiction, the village council specifically intends that that declaration shall not affect the prohibition on off-premises signs in section 30-1432(i).

(Ord. No. 15-01, § 3, 1-8-2015)

Editor's note— Ord. No. 15-01, § 3, adopted Jan. 8, 2015, amended § 30-1431 in its entirety to read as herein set out. Former § 30-1431, pertained to purpose, and derived from Ord. No. 02-20, § 1(6.9.1), adopted Feb. 21, 2002; Ord. No. 02-27, § 1(6.9.1), adopted Nov. 14, 2002; and Ord. No. 05-03, § 1(6.9.1), adopted March 24, 2005.

Sec. 30-1432. - General provisions.

- (a) Definitions . See section 30-32.
- (b) Type of activities affected. This division shall apply to any person who erects, constructs, enlarges, moves, changes the copy of, modifies, or converts any signs, or causes the same to be done. If a type of sign is not specifically permitted, it shall be considered to be prohibited.
- (c) Types of activities not affected. The following activities shall not be considered as creating a sign and thus are not subject to the provisions of this division. However, such activities must still comply with the village Building Code and other regulations of the village, state and federal governments.
 - (1) Required signs. Any sign erected by or at the direction of the federal, state or local government. Such signs shall not reduce the authorized size or number of signs otherwise allowed by this division.
 - (2) Manual changeable copy signs, changing of copy. Changing of interchangeable letters on manual changeable copy signs.
 - (3) Maintenance. Repainting, cleaning or other normal maintenance and repair of a sign not involving change or modification of copy.
 - (4) Changes of copy. A permit is not required for a change of copy which does not otherwise require a building or electrical permit, however in no instance may the change of copy increase the area of the sign face.
 - (5) Flags. Each residential or nonresidential property may fly up to three flags visible from any public right-of-way or waterway. No flag shall exceed 60 square feet. A permit is required for the installation of the flagpole pursuant to the Florida Building Code. All flagpoles existing on the effective date of this division will be considered conforming and will be allowed to continue. There shall be no restriction on the number of flags flown on the day of a U.S. or state recognized holiday, on Flag Day, on Armed Forces Day, on any officially declared day of mourning, or on a day upon which the president or governor has called for a display of flags.
- (d) Measurement of sign area.
 - (1) Sign face area, individual signs. The sign face shall be computed by means of the smallest square, rectangle or triangle that will encompass the outer limits of the writing, representation, emblem, or other display, together with any material or color forming an integral part of the background of the display, or area used to differentiate the sign from the backdrop against which it is placed. Sign area shall not include the area of the supporting structures, provided the supporting structures are not used for advertising purposes or to draw attention to the sign. In the case of wall-mounted signs without a border or frame, the surface area shall include such reasonable and proportionate space as would be required if a border or frame were used. The sign face area for awning signs shall be computed by means of the smallest square, rectangle or triangle that will encompass the outer limits of the copy.



All three of these signs would have the same size sign face as measured by the smallest rectangle encompassing the outer limits.

- (2) Sign face area, multiple-faced signs. With the exception of projecting signs, where signs are installed back-to-back, where only one face can be viewed from any point at the same time, and when such sign faces are a part of the same sign structure and are not more than 24 inches apart, the sign area shall be computed by the measurement of one of the faces. In cases where one face is larger than the other the larger of the two will be counted as the area.
- (e) Measurement of sign height. The height of a sign shall be considered to be the vertical distance measured from the top of the structure to the finished ground elevation of the site at the sign. In no event may excess fill be used to raise the sign above the authorized height.
- (f) Location of signs.
- (1) Near street, driveway and bicycle path intersections. No sign shall be erected which is located or designed in such a manner as to, in the opinion of the director of planning and development services, create a safety hazard by obstructing the vision of pedestrians, cyclists, or motorists traveling on or entering streets, driveways or bike paths.
 - (2) Clearance from high voltage power lines. Signs shall be located in such a way that they maintain a clearance of ten feet to all overhead electrical conductors and a three-foot clearance on all secondary voltage service drops.
 - (3) Setbacks from property lines. The minimum setback for ground-mounted signs on all sides shall be five feet for side and rear yard setbacks and zero feet for front yard setback.
 - (4) In the right-of-way. Supports for signs or sign structures shall not be placed in or upon a public right-of-way, public easement or public property.
 - (5) Location over right-of-way. Except as is provided for in section 30-1433(1)b, no sign shall project over a public right-of-way.
 - (6) Blocking exits, fire escapes, required parking or loading space, etc. No sign or sign structure shall be erected that impedes use of any fire escape, emergency exit, standpipe, or required parking or loading space.
- (g) Sign identification and registration.
- (1) Registration of signage. All signs requiring a permit may be registered with the village. Application for registration shall be made on a form prescribed by the director of planning and development services. The purpose of sign registration is to provide a record of existing signage that may have been lawfully erected, but for which permits or other records may or may not exist. Property owners voluntarily registering their signs may, upon request, receive a written determination as to the conformity of their signage.
 - (2) Sign identification. All signs issued a permit shall display the building permit number associated with the construction of the sign on the sign or sign structure, in a location visible from grade.
- (h) Address requirements. All commercial properties shall be required to display the street number in a location that is visible from the closest street by August 28, 2001. The copy height of address signs shall be no less than four inches and no greater than eight inches. If the address is included within a sign area, the size of the sign shall not exceed area requirements; however, if the address is outside of the sign area, such as attached to the sign supports, then the address shall not be included in the calculation of the maximum sign area.
- (i) Prohibited signs. The following signs are prohibited. However, signs existing on August 28, 2000, which are listed herein as prohibited, shall be considered to be nonconforming and shall be subject to all applicable provisions of this division regarding nonconforming signs.

- (1) Abandoned signs. Note: signs that conform to all other provisions of this division shall not be considered abandoned if all copy is either removed or covered by the property owner within 90 days of the cessation of the business advertised.
- (2) Advertising vehicles.
 - (3) Animated signs.
 - (4) Attention-getting devices.
 - (5) Billboards and other off-premises signs. Notwithstanding this provision, any billboard or off-premises sign or advertising matter that has been lawfully erected prior to August 28, 2000, and is entitled to protection pursuant to the provisions of F.S. ch. 479, shall be exempt from the amortization provisions of this division.
 - (6) Electronic message center signs.
 - (7) Flutter, feather, sail and teardrop flag signs.
 - (8) Human signs.
 - (9) Illegal signs. Illegal signs existing on August 28, 2000, shall be considered nonconforming only if the sign complies with the code in existence when the sign was erected.
 - (10) Light graphics.
 - (11) Portable signs if not specifically permitted by this division.
 - (12) Roof signs, except as provided for in Code section 30-1436.
 - (13) Snipe signs.
 - (14) Signs that create traffic hazards.
 - (15) Any sign not prescribed as a permitted sign, and permitted signs only to the extent allowed by this division.
- (j) Dangerous and defective signs. No person shall allow any sign which is determined by the building official to be in a dangerous, defective, or dilapidated condition to remain on any premises owned or controlled by him. Any such sign shall be removed or repaired by the owner of the sign or the owner of the premises, or as otherwise provided for in this division.
- (k) Signs not requiring permit. The following do not require a permit but still are subject to the provisions of this division:
- (1) A-frame signs . Every nonresidential developed parcel of land shall be permitted one A-frame sign provided all of the following criteria are met:
 - a. The sign [shall be registered] with the village with a fee as shall be established by resolution of the village council and the sign shall be registered and/or renewed annually with the department of planning and development services by October 1 of each year;
 - b. The sign permit number shall be permanently affixed to the sign in a plainly visible manner;
 - c. The sign shall be a minimum of six square feet and maximum of nine square feet per face;
 - d. The sign shall not exceed four feet in height, exclusive of the sign legs that shall be no more than six inches in height;

- e. The sign shall be of an A-frame type construction, with only two sign faces that are joined at the top and no wider than four feet at the base;
 - f. The sign shall be professionally constructed of a durable material including but not limited to aluminum, cast metal, molded plastic, PVC, recycled plastic, lumber, metal, wood or other similar materials;
 - g. No additional attachments shall be permitted to the sign;
 - h. The sign shall be adequately weighted to prevent collapse or floatation; however, the sign shall remain portable and not permanently affixed to the ground;
 - i. The sign shall not be illuminated, animated, electrically powered in any way or have any electric devices attached thereto;
 - j. The sign shall only be displayed during the sign owner's business hours and shall be stored indoors when the business is not open, during tropical storm/hurricane watches and warnings, and other severe weather advisories;
 - k. The sign shall be located on a private parcel of land and identify a business on that same private parcel of land. The sign shall not be located in a clear sight triangle or any village or state right-of-way; and
 - l. Each parcel shall be permitted to have one sign per legally established business; however, in cases where a parcel contains multiple businesses, no one parcel [shall] have more than three A-frame signs regardless of the number of legally established businesses on the parcel. The A-frame sign shall not count towards ground-mounted or wall-mounted signage.
- (2) Business affiliation and law enforcement signs provided the total sign area of all such signs does not exceed four square feet.
 - (3) Business information signs provided that such signs are posted on or near the entrance doors and the total sign area of all such signs does not exceed four square feet.
 - (4) Commemorative plaques provided no plaque exceeds 16 square feet per face.
 - (5) Construction sign provided the sign does not exceed 24 square feet, does not exceed eight feet in height, is not installed until a building permit is issued and is removed within 14 days of the issuance of the certificate of occupancy or the final inspection if no certificate of occupancy is required.
 - (6) Directional signs provided the signs do not exceed four square feet per sign face.
 - (7) Directory sign: For multi-business centers, directory signs shall be permitted provided that no directory sign shall exceed eight square feet nor be visible from any right-of-way.
 - (8) Diver-down flags: Businesses offering dive or snorkel trips may display one diver-down flag not to exceed 60 square feet, in addition to flags allowed under other provisions of this division.
 - (9) Election signs, new business signs and promotional signs, subject to section 30-1433(1). Registration of election signs with the village shall be required.
 - (10) Garage and yard sale signs provided they are erected on the day of the sale and are removed within 24 hours following the sale, and provided they do not exceed four square feet per face.
 - (11) Holiday decorations provided that such signs shall be displayed for a period of not more than 45 consecutive days nor more than 60 days in any one calendar year. Such decorations shall not interfere with public safety.

- (12) Interior property information signs shall be permitted, provided that the signs meet all applicable provisions of the Florida Building Code.
- (13) Memorial signs or tablets provided the total sign area of all such signs does not exceed eight square feet.
- (14) Nameplates provided the signs do not exceed two square feet per sign face.
- (15) Posted property signs provided they individually do not exceed one and one-half square feet in area per sign and do not exceed four signs per property or are of such number, spacing, and size as is required per Florida Statutes. Such signs shall not be illuminated nor shall they project over any public right-of-way.
- (16) Warning signs provided the sign does not exceed the minimum necessary to inform the public and is removed upon subsidence of danger.
- (17) Window signs: Window signs shall be permitted for nonresidential uses provided that they collectively cover 35 percent or less of the window glass surface area. Note that the above-mentioned business information and business affiliation signs are excluded from the computation of window sign area. Neon light signs may be installed only within windows facing the right-of-way. Neon light signs are limited to 35 percent of the window area and are in lieu of other permitted window signs.
- (18) Real estate signs are allowed as follows, provided that the advertising agency shall be responsible for the maintenance, upkeep and timely removal of the sign.
 - a. Real estate signs in residential zoning districts: One nonilluminated real estate sign not exceeding four square feet per face and not exceeding five feet in height. Waterfront properties may have one additional sign not exceeding four square feet per face and placed adjacent to the waterfront.
 - b. Real estate signs in nonresidential and mixed use zoning districts: One nonilluminated real estate sign shall not exceed 12 square feet and shall not exceed six feet in height if ground-mounted or 12 feet in height if wall-mounted.
 - c. Open house signs: Up to three off-site directional real estate signs for residential sales shall be permitted per sale residence while a sales representative is present at the open house. Each sign shall measure no more than three square feet.
 - d. Real estate signs, other than open house signs which shall be governed by subsection (c) above, may be posted no sooner than the date of listing of the property for sale or lease, and shall be removed no later than three days following the sale closing or signing of the lease.
- (19) Temporary banner signs: One nonilluminated banner sign not exceeding nine square feet per sign face and three feet in height shall be permitted per business when located entirely on the property; and displayed only:
 - a. A period as triggered by the re-entry order of Florida Keys residents into the Florida Keys after an evacuation due to a tropical storm or hurricane warning affecting Monroe or Miami-Dade County, through December 15 of that same year; or
 - b. A period beginning upon the issuance of an emergency order by the governor of the State of Florida affecting Monroe or Miami-Dade County or the village council, and ending upon action of the village council.

(Ord. No. 02-20, § 1(6.9.3), 2-21-2002; Ord. No. 02-27, § 1(6.9.2), 11-14-2002; Ord. No. 05-03, § 1(6.9.2), 3-24-2005; Ord. No. 10-01, § 7, 1-14-2010; Ord. No. 15-01, § 3, 1-8-2015)

Sec. 30-1433. - Specific standards for temporary and permanent signs.

Upon issuance of a building permit or other applicable permit, if required, the following signs may be posted subject to the applicable requirements and standards provided herein.

- (1) Temporary signs.
 - a. General requirements for all temporary signs: The following requirements shall be generally applicable to all temporary signs allowed by this division:
 1. Temporary signs shall not be illuminated;
 2. Temporary signs shall not be located in a visibility triangle; and
 3. Temporary signs shall not be attached to trees, vegetation, utility poles or other signs.
 - b. Election signs.
 1. All election signs shall be erected no earlier than 30 days prior to an election and shall be removed within seven days following the election to which the sign pertains.
 2. Election signs shall not exceed six square feet per face and four feet in height and are limited to one sign per candidate or issue, per each road frontage of the individual property.
 3. Election signs shall not be located within five feet of any side property yard.
 4. The candidate or campaign shall receive approval of the property owner prior to erecting any sign on private property.
 - c. New business signs. Once a complete permit application for a permanent sign is submitted to the village, a new business, or a business in a new location, may erect one temporary banner or temporary sign on the property where the new business is located, not to exceed the lesser of either 32 square feet or the allowable size of the permanent signage pursuant to subsection (3) of this section, for a period not to exceed 90 days from the date of submission of the complete permit application for the permanent sign.
 - d. Promotional signs: Signs including banners and temporary A-frame signs posted by the entity conducting an event pursuant to a public assembly or temporary use permit, not exceeding 16 square feet provided that such signs are:
 1. Located on the premises of the event;
 2. Limited to two promotional signs on the premises;
 3. Posted no earlier than 14 days prior to the start of the event and are removed no later than 48 hours after the event; and
 4. Professionally constructed.
- (2) Signs in residential areas. The following signs may be granted a permit:
 - a. Residential subdivision or condominium sign. One permanent wall- or ground-mounted sign, for identification purposes only, giving only the name of the subdivision or residential development, may be granted a permit at each main entrance into such subdivision or development from each abutting arterial roadway provided the following provisions are met:

1. The subdivision or development shall have a homeowner’s association or similar entity which will be responsible for permits and maintenance of the signs;
 2. The face of the sign shall not exceed 32 square feet;
 3. The maximum permitted height shall be eight feet;
 4. The sign shall not be internally illuminated; and
 5. The sign may incorporate, or be incorporated into, accessory entrance structural features such as a project wall or landscaping.
- b. Institutional uses and private parks. Institutional uses, private parks and similar uses shall be permitted one ground-mounted and one wall-mounted sign, subject to the following limitations:
1. Maximum sign area shall be 32 square feet per sign face; and
 2. No ground-mounted sign shall exceed eight feet in height.
- (3) Signs in nonresidential and mixed use zoning districts . Sign allowances in nonresidential and mixed use zoning districts shall be calculated based on the amount of property frontage for ground-mounted signs and business frontage for wall-mounted signs.
- a. Ground-mounted signs. Every nonresidential developed parcel of land shall be permitted a ground-mounted sign. Ground-mounted signs may not exceed 16 feet in height. Businesses which are substantially adjacent to an elevated portion of U.S. 1 (i.e. bridge), as determined by the director of planning and development services, may erect a ground-mounted sign not to exceed 20 feet in height.
1. Allowable area. The allowable area of the sign faces shall be as indicated in the following table:

TABLE A. PERMITTED SIZE OF NONRESIDENTIAL SIGNS PER U.S. 1 FRONTAGE

Street Frontage (linear feet)	Maximum Area per Sign	Total Signs
Businesses which front on or are visible from U.S. No. 1:		
1 foot to 199 feet	64 square feet	1
200 feet to 299 feet	80 square feet	1
OR	40 square feet	2*
300 feet or greater	110 square feet	1
OR	50 square feet	2*
Businesses which front on other roads:		
1 foot to 199 feet	32 square feet	1
200 feet to 299 feet	40 square feet	1
300 feet or greater	48 square feet	1

*Signs must be separated by at least 100 feet.

2. Manual changeable copy signs . Manual changeable copy signs may be permitted as follows:
 - i. Any nonresidential developed property shall be allowed to use up to 12 square feet of their permitted wall- or ground-mounted signage allowable pursuant to subsection (3) of this section for the purpose of manual changeable copy signage.
 - ii. A school, house of worship, day care center or other similar use shall be allowed to include an additional 32 square feet of signage to the ground-mounted sign for the exclusive use of a manual changeable copy sign.
 - iii. Businesses dispensing fuel to the public shall be allowed an additional 20 square feet of signage to the ground-mounted sign for the exclusive use of a manual changeable copy sign for posting fuel prices.
3. Vacancy signs. Hotels, motels and campgrounds may have up to an additional four square feet of sign face area for a vacancy sign, which may be neon.
4. Charter signs. Individual charter boats shall be allowed a ground-mounted sign at the charter boat's dock slip provided the sign does not exceed 12 square feet.
5. Drive-through signs. Drive-through or carryout services may have a sign which carries only the name of the establishment and the current list and price of goods or services available in the establishment, not visible from any right-of-way, and provided that the sign is limited to a maximum of 20 square feet.
6. Multi-business center signs. In addition to the signage allowed above, businesses within a multi-business center, whereby the individual businesses are not visible from any public right-of-way, will be allowed an additional five square feet of sign area per business, up to an additional 30 square feet.
7. Multiple frontage signs. If the rear of a commercial building has permitted access to a public street or is adjacent to a designated bike or pedestrian way, an eight-square-foot ground-mounted sign no taller than six feet, or a wall-mounted sign up to a maximum of eight square feet, may be installed.
8. Water frontage signs. Every commercially developed parcel of land which has access to navigable waters whereby no other existing or proposed signage is visible from the waterway may have one additional ground-mounted sign not to exceed 16 square feet, not to exceed 12 feet in height.
9. Wayfinding signs, highway. Any nonresidential developed property with frontage on U.S. 1 shall be allowed to use any of the wall- or ground-mounted signage allowable pursuant to subsection (3) of this section for the purpose of identifying and providing directions to establishments which are not readily visible from U.S. 1 but which are accessed from U.S. 1 by an intersecting side street. Said wayfinding signage shall be limited to one sign face per direction on U.S. 1 and located no more than one-half mile from the nearest property line of the establishment identified by the sign. Highway wayfinding signage permitted pursuant to this subsection shall be subtracted from the total amount of signage permitted for the nonresidential developed property on which it is located.
10. Time and temperature signs. Banks and lending institutions may have one additional ground-mounted sign not to exceed 12 square feet to be used solely for the display of time, date and temperature.

11. Hospitals or other emergency facilities. Hospitals or other emergency medical facilities, excluding individual medical offices, shall be considered the same as for individual establishments. One additional illuminated ground or wall sign not to exceed 16 square feet to identify each emergency entrance shall be permitted.
- b. Wall-mounted signs.
 1. Allowable area. Each individual business frontage shall be entitled to a total area of wall-mounted signage equal in area to two square feet times the length of the individual business frontage. This signage may be distributed on the front and/or sides of the building in which the business is located. The height may not exceed 20 feet.
 2. Multiple frontage signs. If the rear of a commercial building has permitted access to a public street or is adjacent to a designated bike or pedestrian way, a wall-mounted sign, up to a maximum of eight square feet, or an eight-square-foot ground-mounted sign no taller than six feet, may be installed between the building and the right-of-way.
 3. Water frontage signs. Every commercially developed parcel of land which has access to navigable waters, and no other existing or proposed signage is visible from the waterway, may have one additional wall-mounted sign not to exceed 16 square feet and a height not to exceed 12 feet. This sign shall not be visible from any public street.
 4. Special entertainment and assembly facility signs. Theaters, museums, auditoriums, houses of worship and fairgrounds shall be permitted an additional 32 square feet of a manual changeable copy, wall-mounted sign. Along the wall adjacent to the ticket windows, a theater may display, without requiring a sign permit, one poster per screen up to 12 square feet.
 5. Neon signs. Neon copy can be utilized in lieu of other copy for wall signs. However, the use of neon will result in a 50 percent reduction in the wall sign area allowed under this section.
 - c. Canopy signs. One sign per business entrance may be placed underneath, extending downward from a canopy along the front of a building, to clearly serve the purpose of providing business identification for pedestrians provided:
 1. The sign does not exceed five square feet per face;
 2. The sign is permanently attached and does not swing;
 3. The sign is perpendicular to the facade of the building; and
 4. The sign is located above a walkway.
 - d. Awning signs. Each business may, in lieu of wall signage, erect an awning sign. The copy area of the awning sign shall be limited to an area two square feet times the business frontage. The lighting must be consistent with the provisions of this chapter.
 - e. Fence signs. Each business may, in lieu of ground-mounted signage, erect a fence sign provided the sign is:
 1. Limited to the size permitted for a ground-mounted sign under this section. More than one sign may be erected provided the cumulative total does not exceed the permitted square footage;

2. Not located on chainlink or wire type fence;
 3. Permanently and securely fastened;
 4. Not internally illuminated; and
 5. Not exceeding the maximum permitted height of the fence.
- f. Projecting signs. Each business may erect one projecting sign. The copy area of each face of the projecting sign shall be subtracted from the total allowable area of wall-mounted signs, less any existing wall-mounted signs, awning signs and projecting signs. Projecting signs shall adhere to the following criteria:
1. The sign shall not extend more than 48 inches perpendicularly from the plane of the building wall;
 2. The sign shall not project above the facade of a building, be mounted on top of a roof, nor be affixed to the top of any awning; and
 3. Any sign lighting shall be consistent with the provisions of this chapter.

(Ord. No. 15-01, § 3, 1-8-2015)

Editor's note— Ord. No. 15-01, § 3, adopted Jan. 8, 2015, amended § 30-1433 in its entirety to read as herein set out. Former § 30-1433, pertained to signs requiring permit; specific standards, and derived from Ord. No. 02-20, § 1(6.9.4), adopted Feb. 21, 2002; Ord. No. 02-27, § 1(6.9.3), adopted Nov. 14, 2002; Ord. No. 05-03, § 1(6.9.3), adopted March 24, 2005; and Ord. No. 10-01, § 7, adopted Jan. 14, 2010.

Sec. 30-1434. - Materials, construction, lighting, maintenance and responsibility.

- (a) Sign materials. Exposed surfaces of signs may be constructed of brick, concrete, MDO plywood, metal, plastic, fiberglass, solid wood, stone, tile, or other similar materials.
- (b) Construction.
 - (1) Compliance with Florida Building Code. All signs shall comply with the appropriate detailed provisions of the Florida Building Code, relating to design, structural members and connections. Signs shall also comply with the additional standards hereinafter set forth.
 - (2) Licensed contractor required. Except for temporary signs, all signs shall be erected by entities authorized by chapter 6 of the Village Code.
 - (3) Structural design. All signs that contain more than 32 square feet in area or are erected over eight feet in height shall be designed by an engineer registered in the state. Structural drawings shall be prepared by the engineer and submitted prior to a permit being issued. Wind load calculations shall be contained in the engineering drawings. Signs shall be constructed to withstand wind loads of 150 miles per hour.
 - (4) Electric signs. All electric signs shall require a permit and shall meet the requirements of article 600 of the latest adopted edition of the National Electrical Code (NFPA 70).
 - (5) Supports and braces. Supports and braces shall be adequate for wind loadings. Wire or cable supports shall have a safety factor of four times the required strength. All metal, wire cable supports and braces and all bolts used to attach signs to a bracket or brackets and signs to the supporting building or structure shall be of galvanized steel or of an equivalent corrosive-resistant material. All such sign supports shall be an integral part of the sign.

- (6) Sign anchoring. No sign shall be suspended by chains or other devices that will allow the sign to swing due to wind action. Signs shall be anchored to prevent any lateral movement that would cause wear on supporting members or connections.
- (c) Lighting. Sign lighting shall not shine directly onto an adjoining property or into the eyes of motorists, bicyclists or pedestrians using or entering pedestrian ways, driveways, streets or bicycle paths. Signs shall be illuminated only with white light in accordance with the following standards:
 - (1) Ground-mounted and wall-mounted signs.
 - a. Internally illuminated signs or cut-out letters. Internally illuminated signs or cut-out letters shall be illuminated pursuant to the following standards:
 - 1. Internally illuminated signs shall be constructed of a material such that the lighting is diffuse in nature and that no bulb or lamp component is visible through the sign face; and
 - 2. Internally illuminated signs shall be equipped only with low or medium intensity bulbs.
 - b. Externally illuminated signs. Externally illuminated signs shall be illuminated pursuant to the following standards:
 - 1. All illumination of signs shall be directional, with the lighting fixture to be designed and positioned so as to confine illumination to the sign face only;
 - 2. Halogen, incandescent, fluorescent or metal halide bulbs shall be permitted only if such bulbs are recessed deep into the housing, glare shield, cowl, louver or baffle; and
 - 3. A maximum of 250 watts of illumination per sign face shall be permitted.
 - (2) Awnings. Awnings shall not be backlit or internally illuminated. Signs on awnings shall not be constructed of any light reflective materials.
- (d) Maintenance. All signs for which a permit is required by this division, including their supports, braces, guys and anchors, shall be maintained so as to present a neat, clean appearance. Painted areas and sign surfaces shall be kept in good condition, and illumination, if provided, shall be maintained in safe and good working order. Changeable copy signs shall utilize uniform copy and shall be maintained as to present a clear message (i.e., replacement of missing letters).
- (e) Responsibility. The sign owner, the property owner of the property on which the sign is placed and the sign contractor shall each be held responsible for adherence to the regulations set forth in this division.

(Ord. No. 02-20, § 1(6.9.5), 2-21-2002; Ord. No. 02-27, § 1(6.9.4), 11-14-2002; Ord. No. 10-01, § 7, 1-14-2010)

Sec. 30-1435. - Nonconforming signs.

Signs existing on August 28, 2000, which are not in compliance with this division may continue except as follows:

- (1) Damage, alterations and modifications to nonconforming signs.
 - a. Change in use. Nonconforming signs shall be brought into compliance whenever there is a change in use of the property. For purposes of this provision, change in use shall mean a change from one permitted, conditional, or nonconforming use to another permitted or conditional use, as provided for under article V, division 2 of this chapter. Change in use shall not mean a change from one type of low/medium intensity office, retail or service establishment to another type within that category as listed under article V, division 2 of this chapter. For example, a property changing ownership or the name of the business, but not changing the type of business, may change the copy of the signage provided it complies with subsection (1)b of this section. A property changing the use of the property, for example from a restaurant to an office use, would be required to bring their signage into compliance upon application for change of copy.

- b. Repair or reconstruction . Nonconforming signs may be repaired or reconstructed only where such work would be less than 50 percent of the replacement cost of the sign, inclusive of the support structure. Neither shall the cumulative costs of repair or reconstruction exceed 50 percent of the replacement cost of any nonconforming sign over any consecutive 12-month period.
 - c. Multiple signs . For purposes of bringing nonconforming signs into compliance with this division, ground-mounted signs are treated separately from wall-mounted and all other signage. For example, where both the ground-mounted and wall-mounted signs of a particular business are nonconforming, the change of copy of a wall-mounted sign shall not require that the ground-mounted signage be brought into compliance. However, where a sign other than a ground-mounted sign is required to be brought into compliance, all of the other signs of an establishment shall also be brought into full compliance with this division.
 - d. Ground-mounted multi-business center signs . Ground-mounted multi-business center signs shall be brought into compliance pursuant to subsections (1)b and (1)c of this section only.
- (2) Time for compliance, illegal signs . All signs or advertising matter which do not conform to this division shall be deemed illegal and shall be removed immediately.
 - (3) Exemptions to nonconforming sign requirements for signs designated as historic structures. Signs may be eligible to receive historic designation pursuant to article VII, division 7 of this chapter provided they are a minimum of 25 years old and meet any other applicable criteria that may apply to historic designation. Signs receiving historic designation may be repaired or reconstructed pursuant to all applicable provisions of article VII, division 7 of this chapter.
 - (4) Compliance bonus. Property owners who voluntarily bring all their nonconforming signs into conformance with the provisions of this division will receive a one-time 20 percent increase in the maximum total sign area authorized for the replacement of ground-mounted or wall-mounted signage. The bonus shall apply to replacement of nonconforming signage only. Compliance bonuses shall remain with the property, and may be utilized for subsequent replacement signage. However, the replacement of nonconforming ground-mounted signage with two conforming signs (as permitted under section 30-1433(3)a) shall not receive a bonus.
 - (5) Previously granted sign variances. Any sign erected and maintained in compliance with a variance which was granted prior to August 28, 2000, but which is not in compliance with this division, shall be treated hereunder as a nonconforming sign.

(Ord. No. 02-20, § 1(6.9.8), 2-21-2002; Ord. No. 02-27, § 1(6.9.5), 11-14-2002; Ord. No. 15-01, § 3, 1-8-2015)

Sec. 30-1436. - Sign permit and review procedures; variances.

- (a) Permit required. No sign shall be erected, installed, displayed, enlarged, relocated, or modified without the appropriate permit being issued by the village, except as provided for in section 30-1432(k), "Signs not requiring permit."
- (b) Application. Before any permit is issued, a written application, in the form provided by the village, shall be filed together with such drawings and specifications as may be necessary to fully advise the village with the location, construction, materials, colors, size, manner of illumination, method of securing or fastening, the number of signs applied for, the consent of the property owner, duration of use (if applicable), and the wording of the sign. Every application for a sign permit shall include the square footage and location of all existing signs on the property, a photograph of all building facades and any other necessary information relating to the proposed sign in order for the village to determine compliance with all requirements of this division. In addition, applications for a ground-mounted sign and all other freestanding signs for which a permit is required shall include an accurate and up-to-date survey of the property indicating the lot dimensions, the proposed location of the sign(s) with all setbacks to relevant property lines and/or Mean High Water Line (MHWL) and a site plan.

- (c) Electrical signs. All signs that are electrically illuminated shall require a separate electrical permit and inspection. This shall include signs that are illuminated from an external electrical source.
- (d) Completeness. Upon the submission of an application, staff shall have ten days to determine whether it is complete. If staff finds that the application is not complete, they shall provide the applicant with written notice of the deficiencies within the ten-day period. Upon resubmission of the application, staff shall have ten additional days to determine whether the applicant's revisions are sufficient to complete the application. If they are not, staff will again inform the applicant of any remaining deficiencies in writing. This process shall continue until the applicant has submitted a complete application, or demands in writing that the application be reviewed "as is."
- (e) Permit fees. A non-refundable permit fee is due at the time of submission of a permit application. After the permit application is approved and before it is ready to be issued, the applicant shall pay any remaining balance of the permit fees. More than one sign on one building or group of buildings located on the same parcel of land may be applied for at the same time, but shall be issued separate permits. The permit fee amount shall be established by the village council by resolution.
- (f) Permit review. Based on the application, the director of planning development services (director) or his designee, shall approve, approve with conditions or deny the sign permit application based on compliance with the requirements of this division. The director shall approve, approve with conditions or deny the sign permit within 30 days after the village's receipt of a complete application.
- (g) Failure to commence. Every sign permit issued by the village shall become null and void if installation has not commenced within 180 days from the date of such permit. If work authorized by such permit is suspended or abandoned for 180 days in accordance with the Florida Building Code any time after the work is commenced, then a new permit shall be first obtained to do so, and the fee shall be the full amount required for a new permit for such work.
- (h) Revocation. The village may, in writing, suspend or revoke a permit issued under provisions of this division whenever the permit is issued on the basis of a misstatement of fact or fraud by notice of certified mail, return receipt requested to the property owner. The written revocation shall describe the appeal process as set forth in article IV, division 4 (Administrative Appeals) of this chapter.
- (i) Inspection. After the issuance of the appropriate permit(s), the applicant may install and display the approved sign(s). Once installed, the village shall inspect the sign(s) for conformance with the approved permit(s) and the standards contained herein. In order for a sign application to be approved, the applicant must grant access to the property for sign inspection purposes.
- (j) Removal of sign on occupant's vacation of the premises. Within 90 days after an occupant vacates a lot or structure, the property owner shall remove or cover the vacated occupant's sign.
- (k) Appeals. Any appeal from any decision of the director relating to enforcement of these sign regulations shall be made in accordance with the requirements set forth in article IV, division 4 (Administrative Appeals) of this chapter.
- (l) The village council may grant a variance from the provisions or requirements of this division upon the recommendation of the director of planning and development services whereby the variance meets all of the standards below.
 - (1) There are special circumstances or conditions applying to the land, building or use referred to in the application;
 - (2) The special circumstances or conditions are preexisting and not created by the property owner or applicant;
 - (3) The granting of the requested variance would not be materially detrimental to the property owners in the vicinity;

- (4) The granting of the variance would not be contrary to the general objectives of this division of moderating the size, number and obtrusive placement of signs and the reduction of clutter;
- (5) The variance is granted for a specific sign;
- (6) The applicant has demonstrated that there are no viable solutions within the provisions of this division;
- (7) For a rooftop sign variance, the applicant shall demonstrate, in addition to the requirements contained herein, that the business is substantially adjacent, as determined by the director of planning and development services, to an elevated portion of U.S. 1, thereby rendering other types of signs ineffective, or the property is located on a multi-lane section of U.S. No. 1;
- (8) The village council deems it to be the optimum design for the specific site conditions; and
- (9) In no event shall any variance be granted to allow any sign listed in section 30-1432(i) (prohibited signs), except roof signs pursuant to subsection (7) above.

(Ord. No. 15-01, § 3, 1-8-2015)

Editor's note— Ord. No. 15-01, § 3, adopted Jan. 8, 2015, amended § 30-1436 in its entirety to read as herein set out. Former § 30-1436, pertained to sign variances, and derived from Ord. No. 02-20, § 1(6.9.7), adopted Feb. 21, 2002; and Ord. No. 02-27, § 1(6.9.6), adopted Nov. 14, 2002.

Secs. 30-1437—30-1460. - Reserved.

EXHIBIT C - BID FORM

To: ISLAMORADA, VILLAGE OF ISLANDS
ATTN: VILLAGE CLERK
Administrative Center and Public Safety Headquarters
86800 Overseas Highway
Islamorada, FL 33036

Project Name: ENTRANCE SIGN FOR FOUNDERS PARK located at 87000 Overseas Highway, Islamorada, Florida 33036.

Company: _____

Address: _____

Phone #: _____

E-Mail: _____

2.01 Bidder accepts all of the terms and conditions of the Invitation to Bid, including, without limitation, those terms relating to sign specifications. The cost proposal will remain effective for ninety (90) days after the bid opening or for such longer period of time that Bidder may agree to in writing upon request of VILLAGE.

3.01 In submitting this bid, Bidder represents that:

A. **Bidder has examined and carefully studied the Invitation to Bid and the data included in the Invitation to Bid.** Bidder acknowledges receipt of addenda, as listed below. (None at the time of issuance of Invitation to Bid).

<u>Addendum No.</u>	<u>Addendum Item</u>	<u>Addendum Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Bidder has visited the Project site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, and performance of the Project.

- C. Bidder is familiar with all federal, state and local laws and regulations that may affect cost, progress and performance of the Project.

- D. The Invitation to Bid is generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Project for which this bid is submitted.

TOTAL COST PROPOSAL (In Figures – Required)

\$ _____

TOTAL COST PROPOSAL (In Words/Spelled Out)

_____ and _____/100 Dollars

Signature of Bidder
Print Name: _____
Date: _____