

# Sign Permit Application

## Development Application Checklist



Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Zoning Districts: \_\_\_\_\_ Building/Complex/Subdivision Name: \_\_\_\_\_

Master Sign Program Case #: \_\_\_\_\_ Maricopa County Parcel Number(s): \_\_\_\_\_

Qty <sup>1</sup>	Sign Size (Height x Length in Decimals)			Sign Location <sup>2</sup>	Freestanding Sign?	Suite Frontage Length	Lighting Type
#1	FT x	FT =	SF		Y N		
#2	FT x	FT =	SF		Y N		
#3	FT x	FT =	SF		Y N		
#4	FT x	FT =	SF		Y N		
#5	FT x	FT =	SF		Y N		
#6	FT x	FT =	SF		Y N		

Sum Total Sign Area: \_\_\_\_\_

(1) Provide all signs (including any signs less than 6 sq ft) on this application for review. Use additional page if proposing more than 6 signs.

(2) Elevation where wall sign is attached to (Ex: North, East, South, or West elevation). For freestanding signs, specify the street and/or driveway location.

### MINIMUM SUBMITTAL REQUIREMENTS\*

**NOTICE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR SUBSTANTIVE REVIEW**

Provided	Not Provided	*Refer to attached <u>Detailed Minimum Submittal Requirements</u> (Page 2) for expanded requirements.
		<b>COMPLETED SIGN PERMIT APPLICATION</b>
		<b>REQUEST FOR SITE VISITS AND/OR INSPECTIONS</b> (attached)
		<b>SITE PLAN</b>
		<b>COLOR SIGN ELEVATION PLAN/RENDERINGS</b>
		<b>SIGN SECTION &amp; INSTALLATION DETAILS</b> (for new or modified building signs)
		<b>SIGN STRUCTURAL &amp; FOOTING DETAILS</b> (for new or modified freestanding signs)
		<b>LANDLORD OR MANAGEMENT COMPANY APPROVAL (when applicable) and/or HOMEOWNERS ASSOCIATION OR PROPERTY OWNERS ASSOCIATION APPROVAL (when applicable)</b>

I (the undersigned) understand and agree that the issuance of the permit for which I am applying does not relieve me of the responsibility that this work will be done in conformity with the laws of the City of Scottsdale, Maricopa County and the State of Arizona. I further agree that the city of Scottsdale Inspections Division has the authority to enforce adopted building codes and appropriate State, County and City laws and regulations not indicated on the construction documents. I acknowledge that this application will expire 180 days after the last plan submittal.

\_\_\_\_\_  
\*Owner Signature

\_\_\_\_\_  
Date

OR

\_\_\_\_\_  
\*Applicant Signature

\_\_\_\_\_  
Date

### Planning and Development Services

7447 E. Indian School Road, Suite #105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

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<p style="text-align: center;"><b>SITE PLAN/ SUITE LAYOUT PLAN</b></p>	<p><u>Building Signs</u> (when applicable): [1] Label the location all proposed and existing building signs. [2] If it's a suite within a multi-tenant building, show the suite outline and label all suite frontage dimensions, including the longest suite frontage. [3] If it's a building, label all building frontage dimensions, including the longest building frontage. [4] Provide the sum total sign area of all proposed and any existing building signs, monument signs, and tenant panels (the sum total sign area is the aggregate of all signs excluding traffic directional signs). The maximum sum total sign area allowed is based upon the underlying zoning district. Check the zoning district to verify the maximum sum total sign area allowed.</p> <p><u>Freestanding Signs</u> (when applicable): [1] Indicate the location of all proposed and existing freestanding signs on a site plan. [2] Show property lines and any easements (refer to <a href="#">Scottsdale's Parcel Information Map</a> for reference). [3] Show dimensions from all proposed freestanding sign(s) to reference points: leading edge of sign to property line(s), centerline of the street, back-of-street curb, and back-of-driveway curbs.</p>
<p style="text-align: center;"><b>COLOR SIGN ELEVATIONS &amp; RENDERINGS</b></p>	<p><u>Building Signs</u> (when applicable): [1] Provide a rendering/photo rendering of what the sign(s) will look like on the building/suite frontage. [2] Label and dimension the building and/or suite frontage measurement on all elevation renderings. [3] Call-out materials, paint colors, illumination methods and dimensions. [4] Dimension height and length of all letters, logos, and spaces between copy areas.</p> <p><u>Freestanding Signs</u> (when applicable): [1] Provide a rendering of what the sign(s) will look like on an architectural elevation plan. [2] Call-out materials, paint colors, illumination methods and dimensions. [4] Dimension the height and length of any sign panels, tenant panels and architectural features of the proposed freestanding sign(s).</p>
<p style="text-align: center;"><b>SECTION DETAILS</b></p>	<p><u>Building Signs</u> (when applicable): [1] Provide a cross-section detail demonstrating how the building sign(s) will mount onto the building. [2] Demonstrate materials, colors, attachment methods, and lighting methods (if sign lighting is proposed).</p>
<p style="text-align: center;"><b>SIGN STRUCTURE &amp; FOOTING DETAILS</b></p>	<p><u>Freestanding Signs</u> (when applicable): [1] Provide structural and footing details for any proposed freestanding sign. [2] Structural plans are reviewed by the City of Scottsdale Building Department for compliance with the Building Code.</p>
<p style="text-align: center;"><b>PROPERTY OWNER APPROVAL(S)</b></p>	<p>Provide written approval from the property owner(s), and/or the property owner's designated management company (when applicable). Provide written approval from any governing homeowners association or condominium owners association (when applicable). NOTE: A signature on a drawing does not qualify as a property owner approval letter unless supporting written documentation is provided (i.e. written letter, printed email correspondence).</p>
<p style="text-align: center;"><b>ADDITIONAL RESOURCES</b></p>	<p>Sign Ordinance: <a href="https://library.municode.com/az/scottsdale/codes/">https://library.municode.com/az/scottsdale/codes/</a> Sign Plan Review &amp; Inspections Process: <a href="http://www.scottsdaleaz.gov/codes/signs#Permits">www.scottsdaleaz.gov/codes/signs#Permits</a> Fee Sheets: <a href="https://www.scottsdaleaz.gov/planning-development/fees">https://www.scottsdaleaz.gov/planning-development/fees</a> (Refer to 'Plans Review Miscellaneous' &amp; 'Permits Miscellaneous') City of Scottsdale Parcel, Zoning &amp; Aerial Information Map: <a href="http://eservices.scottsdaleaz.gov/maps/parcel-information">eservices.scottsdaleaz.gov/maps/parcel-information</a> Maricopa County Parcel Information Map: <a href="http://gis.maricopa.gov/index.html">gis.maricopa.gov/index.html</a></p>

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