

## **Sign Permit Application Zoning Code, Article 409 Signs**

### **101.01 Purpose**

The purpose of this Article is to establish comprehensive provisions that will eliminate confusing, distracting and unsafe signs, establish reasonable regulations to promote economic vitality for local businesses and services, and enhance the visual environment of the City of Maricopa.

### **101.02 Intent**

The intent of these provisions is to maximize establishment identification, minimize visual clutter, and maintain a high quality of signs throughout the City.

### **101.03 Applicability**

The regulations, requirements, and provisions set forth in this Article shall apply to all signs erected, placed, or constructed within the City. This includes all signage in an approved Comprehensive Sign Plan, wall signs, under-canopy signs, monument signs, individual sign panels on a multi-tenant monument sign (which may require a structural permit from the Building Safety Division), temporary banners, and as deemed necessary by the Zoning Administrator.

### **101.04 Exempt Signs**

- A. **Permits Not Required.** Permits are not required for the following signs provided that such signs are subject to all other provisions of this Article. An Electric Permit is required for all exterior electronic signs.
1. Standard sign maintenance.
  2. Yard, carport or garage sale signs.
  3. Political signs.
  4. Real Estate and Open House signs. See Section 409.12(D) for regulations.
  5. Nameplate signs for individual residences.
  6. Messages painted directly on, or adhesive vinyl film affixed to, the exterior surface of existing mineral glass windows; except that the aggregate square footage of such signs shall be calculated as window signage.

7. Signs required by a county, State or Federal agency provided such signs are regulated by those agencies and signs are posted per the regulations as determined by the governing agency.
  8. Portable signs.
- B. **Exempted Signage.** The provisions of this Article shall not apply to the following:
1. Pennants or insignia of any nation, state, county, city, or school.
  2. Memorial plaques, statuary or remembrances of persons or events noncommercial in nature, or building identification signs and building cornerstones when cut or carved into a masonry surface or when made of non-combustible material and made an integral part of the building or structure.
  3. Works of fine art, historic or cultural artifacts when not displayed in conjunction with a commercial enterprise that may derive direct commercial gain from such display.
  4. Temporary decorations or displays celebrating the occasion of traditionally accepted patriotic, religious or local holidays or events.
  5. Signs that are relevant to the function of the property that are not visible beyond the boundaries of the lot or parcel upon which they are located, or from any public right-of-way.
  6. Signs displayed within the interior of a building.
  7. The placement and maintenance of official traffic, fire and police signs, signals and devices and markings of the State of Arizona and the City of Maricopa or other authorized public agency, and the posting of notices as required by law.
  8. Signs displayed during recognized holidays as identification of temporary sales areas for trees and similar holiday items in conjunction with an approved Temporary Use Permit. Such signs shall be exempted only when displayed within 30 days of the recognized holiday.

## Over-All Review Time Frames

City will either grant or deny each type of permit (license) that it issues. The time frame includes an administrative completeness review period to accept or reject the application, and a substantive review period to provide a technical review of the request. The City shall approve or deny the request within the overall time frame listed below, however, should the City extend the review period for additional submittal(s), said extensions shall not exceed 25% of the overall time frame.

**Please note: These are projected time frames only and may change due to workload and staffing considerations**

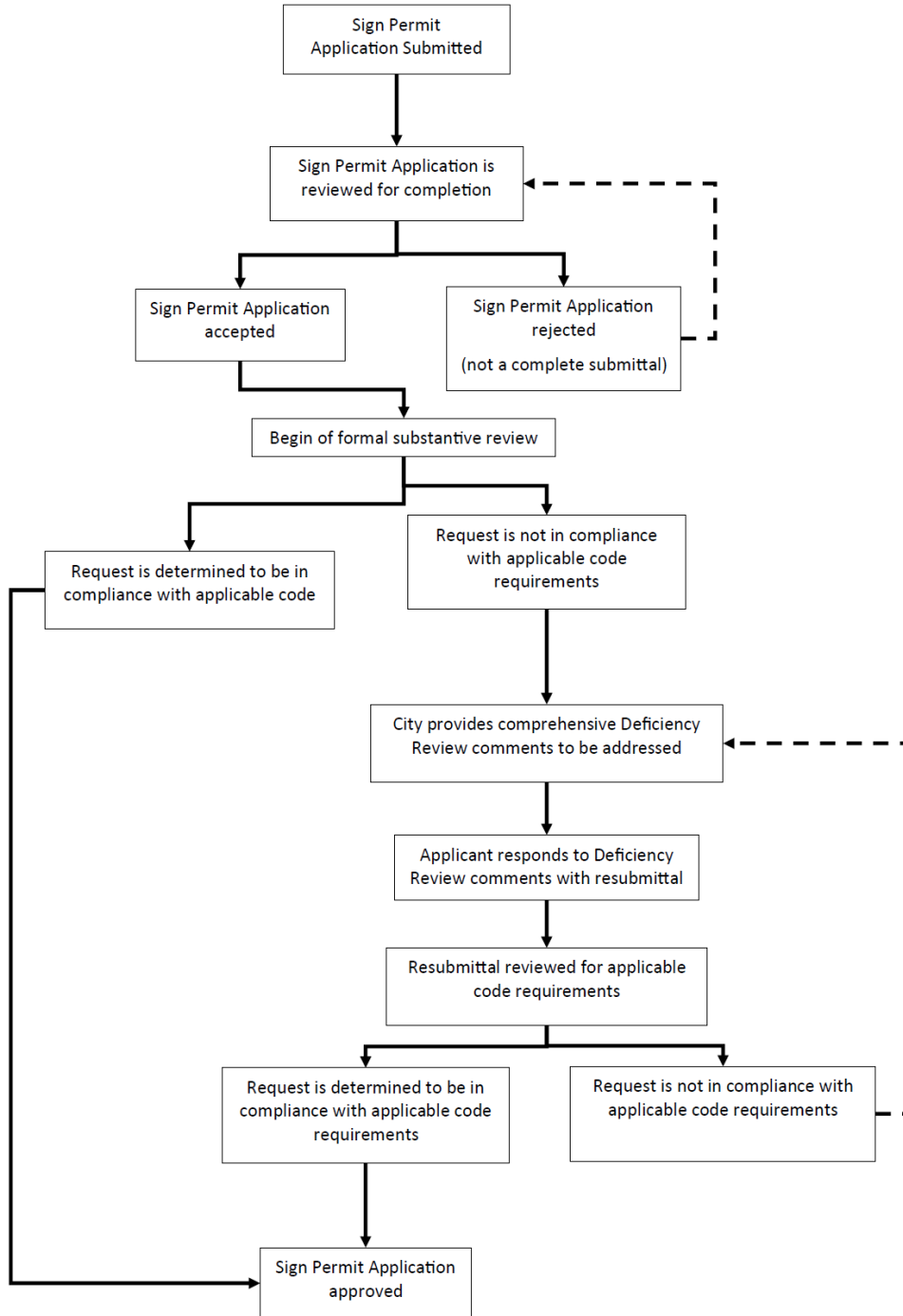
Application Type	Administrative Completeness Review (business days)	Substantive Review (business days)	Total Time Frame (business days)
Sign Permit	10	10	20

## Submittal Review Turn Around Time Frames

Timeframes exclude all holidays, weekends and during the period where the applicant is revising plans. The listed timeframes are not all-inclusive and are subject to change. These timeframes are for plan review only and do not apply to submittals that require public notification outreach and approval through the Planning and Zoning Commission.

Application Type	First Review (business days)	Subsequent Reviews (business days)
Sign Permit	5	5

## SIGN PERMIT PROCESS FLOW CHART



## SIGN PERMIT APPLICATION

**SECTION I: PROPERTY OWNER(S)**

**Sign Amendment**

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

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**\*If more than one owner, attach additional sheet with names, addresses and signatures as requested below.**

**SECTION II: APPLICANT INFORMATION & PRIMARY CONTACT INFORMATION**

**Applicant Name:** \_\_\_\_\_

Affiliation with project: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Primary Contact Name:** \_\_\_\_\_

**\*\*Note: the Primary Contact person is the only party the City will contact regarding sign permits**

Sign Vendor's business license #: \_\_\_\_\_

Affiliation with project: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**SECTION III: PROPERTY**

Address of Subject Property: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Name of Center (if applicable): \_\_\_\_\_

Current Zoning(s): \_\_\_\_\_ Valuation of Signage: \_\_\_\_\_

Total Sign Area: \_\_\_\_\_ Total Number of Signs (including menu boards): \_\_\_\_\_

Type of Illumination: \_\_\_\_\_

Materials: \_\_\_\_\_

Adjacent to Residential Use (circle one): Yes No

**SECTION IV: TYPE & AMOUNTS OF SIGNS REQUESTED (State quantity breakdown here)**

\_\_\_\_\_ Freestanding                      \_\_\_\_\_ Wall

**SECTION V: SUBMITTAL REQUIREMENTS**

Please provide the following:

Applicant  
Checklist

- Project narrative (scope of work proposed)
  - Specifications and design criteria for all signage (window signs, wall signs, banners, sandwich/tents signs, monument signs, awning signs, freestanding signs, and any other proposed signage), color scheme, illumination style and type, materials allowed, and installation method
  - Describe how special design features such as logos, emblems, murals, or statuaries will be integrated with the site and building architecture
- Acknowledgment that proposed sign is in compliance with the Comprehensive Sign Plan or Zoning Code as applicable (can be included in the narrative)
- Site Plan showing location of all proposed signage to be located on premises, including free standing monument signs (if applicable)
- Sign exhibit showing the following (as applicable, see example on page 8):
  - Height & width **in inches** of each proposed sign (i.e. 120in x 50in)
  - Square footage of each proposed sign
  - Description of materials used for each proposed sign
  - Lineal footage of leased/owned building frontage
  - Accurate building(s) elevations showing typical sign locations on buildings
- Property owner, landlord or authorized agent's approval
- One (1) copy of sign vendor's current business license or business license # on application
- Fees: see next page

**Planning Department Fees:**

- One Sign \$220.00
- Each Additional Sign \$55.00
- 2<sup>nd</sup> and each additional re-inspection \$55.00

**Building Department Fees:**

- Building Permit (Commercial) (based upon valuation of sign)
- General Building Plan Review 65% of Commercial Permit Fee
- Electrical \$55.00
- Permit Issuance Fee \$11.00
- Hourly Review (As needed) \$110.00/hour (\$55.00 minimum)

**FEES: (includes plan review, initial inspection and one re-inspect)**

**Fees for unauthorized installation\* of signs will be DOUBLE THE NORMAL FEES.**  
 (\*where work is started or proceeded *prior to* obtaining permit)

I hereby certify that the above information is correct, and that I am authorized to file an application on said property, being either the owner or authorized agent to file on behalf of the owner. Anyone applying without authorization from the property owner(s) shall be subject to penalty under all applicable laws. I have read this Sign Permit Application and understand that if my application is not complete in all respects it will not be processed until such time as it is complete.

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Signature of Applicant	Print Name	Date
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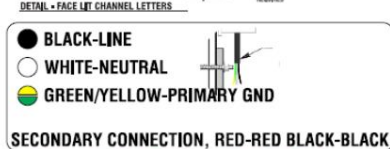
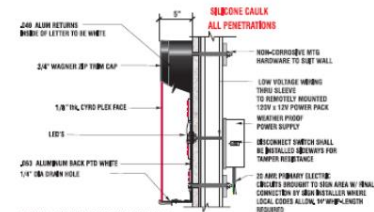
Signature of Property Owner (or authorized agent)	Print Name	Date
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OFFICE USE ONLY		
Case #:	Fees:	Receipt #:
Date of Submittal:	Accepted by:	

## Example Sign Exhibit

### Attachment Details

**SIGN TO BE INSTALLED IN ACCORDANCE TO NEC. ARTICLE 600**



Aerial site plan showing location of sign

### Sign Dimensions



East Elevation: 26' of Frontage Sign ≈ 26 sq. ft



\* Individual Pan Channel Face Lit Letters With White 1/8" Acrylic Faces, 3/4" Black Trim Cap, 5" Black Aluminum Returns. Letters Illuminated With White LED.

\* LOGO \* Individual Pan Channel Can With White 1/8" Acrylic Face, 3/4" Black Trim Cap, 5" Black Aluminum Return. Can Illuminated With White LED With Translucent Vinyl Overlay.

Customer Approval:

Description of sign materials, trim cap, returns, lighting

accurate building(s) elevations showing typical sign locations on buildings and lineal footage leased/owned building frontage



## REGULATORY BILL OF RIGHTS

This past legislative session (Fiftieth Legislature, First Regular Session), the Arizona Legislature passed Senate Bill 1598. This “Regulatory Bill of Rights” went into effect on July 20, 2011 (with full implementation on December 31, 2012). The rights afforded private regulated parties under the new law are provided below.

### **A.R.S. § 9-832: REGULATORY BILL OF RIGHTS**

TO ENSURE FAIR AND OPEN REGULATION BY CITIES, A PERSON:

- IS ELIGIBLE FOR REIMBURSEMENT OF FEES AND OTHER EXPENSES IF THE PERSON PREVAILS BY ADJUDICATION ON THE MERITS AGAINST A CITY IN A COURT PROCEEDING REGARDING A CITY DECISION AS PROVIDED IN A.R.S. § 12-348.
- IS ENTITLED TO RECEIVE INFORMATION AND NOTICE REGARDING INSPECTIONS AS PROVIDED IN A.R.S. § 9-833 (EFFECTIVE JUNE 30, 2012).
- IS ENTITLED TO HAVE A CITY NOT BASE A LICENSING DECISION IN WHOLE OR IN PART ON LICENSING CONDITIONS OR REQUIREMENTS THAT ARE NOT SPECIFICALLY AUTHORIZED AS PROVIDED IN A.R.S. § 9-834.
- MAY HAVE A CITY APPROVE OR DENY THE PERSON’S LICENSE APPLICATION WITHIN A PREDETERMINED PERIOD OF TIME AS PROVIDED IN A.R.S. § 9-835 (EFFECTIVE DECEMBER 31, 2012).
- IS ENTITLED TO RECEIVE WRITTEN OR ELECTRONIC NOTICE FROM A CITY ON DENIAL OF A LICENSE APPLICATION (EFFECTIVE DECEMBER 31, 2012).
  - THAT JUSTIFIES THE DENIAL WITH REFERENCES TO THE STATUTE, ORDINANCE, REGULATION, DELEGATION AGREEMENT OR AUTHORIZED SUBSTANTIVE POLICY STATEMENT ON WHICH THE DENIAL IS BASED AS PROVIDED IN A.R.S. § 9-835.
  - THAT EXPLAINS THE APPLICANT’S RIGHT TO APPEAL THE DENIAL AS PROVIDED IN A.R.S. § 9-835.
- IS ENTITLED TO RECEIVE INFORMATION REGARDING THE LICENSE APPLICATION PROCESS AT THE TIME THE PERSON OBTAINS AN APPLICATION FOR A LICENSE AS PROVIDED IN A.R.S. § 9-836.
- MAY INSPECT ALL ORDINANCES, REGULATIONS, AND SUBSTANTIVE POLICY STATEMENTS OF A CITY, INCLUDING A DIRECTORY OF DOCUMENTS, AT THE OFFICES OF THE CITY AS PROVIDED IN A.R.S. § 9-837.
- UNLESS SPECIFICALLY AUTHORIZED, MAY EXPECT CITIES TO AVOID DUPLICATION OF OTHER LAWS THAT DO NOT ENHANCE REGULATORY CLARITY AND TO AVOID DUAL PERMITTING TO THE MAXIMUM EXTENT PRACTICABLE AS PROVIDED IN A.R.S. § 9-834.
- MAY FILE A COMPLAINT WITH THE CITY COUNCIL CONCERNING AN ORDINANCE, REGULATION OR SUBSTANTIVE POLICY STATEMENT THAT FAILS TO COMPLY WITH A.R.S. § 9832