

CASE NO. _____
Accepted by: _____
Acct #: _____
Date: _____
Fees: _____
Staff Use Only

## SIGN - PERMANENT /TEMPORARY PERMIT APPLICATION

(Incomplete applications will not be accepted)

Signage installed prior to approval and permit issuance will be cited.

PROJECT INFORMATION				
Business Name:		Business License # <i>(required)</i>		
Address:				
Valuation of Sign Required:				
Approved Comprehensive Sign Plan:				
CONTRACTOR/APPLICANT				
Contact Name:		Company Name:		
E-mail address:				
Address:				
City:		State:	Zip Code:	
Phone Number:		Fax Number:		
ROC Contractor License #:	AZ Sales Tax License #:		City Sales Tax License #:	
PROPERTY OWNER				
Name:				
Address:				
City:		State:	Zip Code:	
Phone Number:		E-mail address:		
Property Owner Authorization/Signature:			Print Signature:	
DESCRIPTION OF WORK				
Quantity	Type of Sign	Square Footage	Height (freestanding only)	Sign Fee
<b>Unauthorized Installation = Double Applicable Fees</b>				
<b>PERMANENT SIGN</b> <ul style="list-style-type: none"> <li>• Plan Review Fee - \$30</li> <li>• Electrical Fee - \$40 per sign</li> <li>• Base Fee - \$111</li> <li>• Sign - Square Foot Cost *</li> </ul>		<ul style="list-style-type: none"> <li>• Submit checklist requirements</li> </ul>		
<b>TEMPORARY SIGN</b> <ul style="list-style-type: none"> <li>• Base Fee - \$111</li> <li>• Submit checklist requirements</li> </ul>		* Sign - Square Foot Cost are calculated by the following: <ul style="list-style-type: none"> <li>➤ 0 – 31 sq. ft. \$111 per sign</li> <li>➤ 32 – 47 sq. ft. \$111 per sign</li> <li>➤ 48 sq. ft. + \$219 per sign</li> </ul>		
Review times in accordance with <a href="#">SB 1598 Policy</a> .				

### Development Services Department

11465 W. Civic Center Drive, Avondale, AZ 85323 • Phone (623) 333-4000 • [www.AvondaleAZ.gov/Developmentservices](http://www.AvondaleAZ.gov/Developmentservices)

Per A.R.S. § 9-495, an employee able to provide additional information is available at 623-333-4000 and [EmailDevelopmentServices@avondaleaz.gov](mailto:EmailDevelopmentServices@avondaleaz.gov). All inquiries will receive a response within five business days. Please refer to the notice located on the last page of this document.

**NARRATIVE**

- Submit a detailed Narrative statement with at least the following information to describe the proposed signage:**
- a. Provide a description of the proposed signage; what, where, project name, business name, type of sign, ground sign, wall-mounted sign, and the like.
  - b. Location of all signage on building elevations and site plan.
  - c. Provide the sign height, width, depth, number of tenant panels, square footage, and the like.
  - d. Indicate the building materials, paint colors, textures, vinyl type, lettering type, illumination method, and the like.
  - e. Describe how the sign complies with the Avondale Zoning Ordinance sign regulations.

**PERMANENT FREESTANDING SIGN**

**Site Plan with the following:**

- a. Provide distance from leading edge of sign to back of curb.
- b. Provide distance from any driveway to the leading edge of sign.
- c. Location of any utilities or utility easements within 30 ft. of sign (above or underground)
- d. Show sight distance triangle in accordance with City of Avondale Detail No. A1020 if located within 100 ft. of a street or driveway intersection.
- e. Denote locations of any existing freestanding signs on the parcel or within the same multi-tenant center.

**Sign Elevations with the following:**

- a. Provide sign height from adjacent street grade.
- b. Show length and width of sign structure.
- c. Indicate method of illumination, if applicable.

**Business Licenses:**

- a. Copy of current valid City of Avondale business license (**REQUIRED FOR CONTRACTOR AND BUSINESS**)

Installation detail/section drawing of sign including footing specifications.

Landscape Plan in compliance with Zoning Ordinance Section 907.B.3.

**PERMANENT WALL MOUNTED SIGN**

**Site Plan with the following:**

- a. Show location on the building where the wall mounted sign will be affixed.
- b. Provide dimensions of all exterior walls of building or tenant suite on which the sign will be located.

**Sign Elevations with the following:**

- a. On buildings over one story, indicate floors on elevation plan.
- b. Show height and length of all wording, horizontal spacing, and insignia/logo.
- c. Show color and materials of sign.
- d. Provide elevation view of sign indicating location on building; to scale.
- e. Provide dimension of sign from top of roof, side of building, and from any façade elements (windows, doors, awnings, columns, etc.).
- f. Indicate method of illumination, if applicable.

**Business Licenses:**

- a. Copy of current valid City of Avondale business license (**REQUIRED FOR CONTRACTOR AND BUSINESS**)

## Temporary Sign

### Site Plan with the following:

- a. Provide distance from leading edge of sign to back of curb (freestanding sign only).
- b. Provide distance from any driveway to the leading edge of sign (freestanding sign only).
- c. Show location on the building where the temporary sign will be affixed (banners).
- d. If applicable, approximate location of sign walker(s) only (max. 5 per application). Sign walkers may locate on private property with the permission of the property owner.

### Sign Elevation or Photograph with the following:

- a. Provide sign height from adjacent street grade (freestanding only).
- b. Show length and width of sign.
- c. Indicate how the sign will be affixed (banner) or anchored (freestanding).
- d. Denote material of sign.

**NOTICE:** By participating in any correspondence, telephone conversation, discussion, meeting, or any other communication with an Avondale employee, you agree and acknowledge that: (1) any information provided in a format other than a formal written determination by the designated Zoning Administrator is preliminary in nature and shall not be relied upon for any purpose by the recipient or any other person or entity; (2) any information provided by an Avondale employee is not the equivalent of a title report or a real estate survey; (3) you are responsible for independently researching and verifying the information; (4) an Avondale employee is not authorized to bind the City of Avondale in any manner, except by formal Zoning Administrator determination; and (4) any error, omission, incorrect information, or false information provided by an Avondale employee shall not give rise to any liability on behalf of the City of Avondale.