

COMMONLY ASKED QUESTIONS

▶ Where do I apply for a sign permit?

Development Services Department/Planning Division

11465 W Civic Center Drive, Avondale

Phone (623) 333-4000

Customers may apply online.

<https://aca-prod.accela.com/AVONDALE>

▶ What information do I need to provide for sign permit?

Completed application containing property owner's signature, site plan, and elevation or picture of sign indicating the length and width of the sign.

See application for more details.

▶ What are the fees to obtain a temporary sign permit?

\$ 30.00 per application

▶ What happens to illegal signs?

Signs not in compliance may be removed and disposed of.

▶ How do Code Compliance Officers know if sign(s) are legal?

There will be a sign permit issued for the sign.

▶ Are there fines for illegal signs?

Yes, if issued a civil citation, the penalties are as follows:

- 1st violation – \$250 per sign
- 2nd violation – \$500 per sign
- 3rd violation – \$1,000 per sign

(Additional court surcharges may apply.)

For complete regulations on signs and permit information, refer to Chapter 28, Article 9 of the Avondale Municipal Code. For additional information please contact the Planning Department at (623) 333-4000, or visit www.AvondaleAZ.gov.

HERE TO HELP



Avondale

CODE COMPLIANCE DIVISION

11465 W. Civic Center Drive

Avondale, AZ 85323

Phone: (623) 333-2701

Email: emailcodecompliance@avondaleaz.gov

www.AvondaleAZ.gov/Code



"AviWise" APP: iPhone and Droid users can easily download this free mobile phone code reporting application. Search for keyword "AviWise" from any app store or visit www.AvondaleAZ.gov/AviWise.



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TEMPORARY SIGNS

A Business Owner's Guide



Avondale

CODE COMPLIANCE DIVISION

www.AvondaleAZ.gov/Code

MISSION STATEMENT:

"To enhance the community through the education and administration of fair and unbiased compliance programs."

DID YOU KNOW?

- ▶ All signs in the City of Avondale are regulated in an effort to promote their effective use and to prevent visual clutter.
- ▶ Nearly all signs in Avondale, including most temporary signs, require a permit.
- ▶ It is important to be familiar with the permitting requirements, restrictions on sign placement, and prohibited signs, prior to placing any sign in the city.

PROHIBITED SIGNS

- ▶ Fastened to any street light, road sign, traffic signal, or utility pole
- ▶ Attached to or placed on any permanent sign
- ▶ Obscuring the vision of motorists
- ▶ Obstructing any street, sidewalk, driveway, parking space, or path
- ▶ Temporary signs on rooftops
- ▶ Vehicle signs
- ▶ Off-premise signs
- ▶ Abandoned signs
- ▶ Pole signs
- ▶ Variable message signs except where explicitly allowed by the Zoning Ordinance
- ▶ Outlining of building by means of exposed incandescent lighting
- ▶ Signs attached or hung from trees without approval from the Zoning Administrator

SIGNS REQUIRING A PERMIT

- ▶ **A-Frame Signs** – Permit valid for one year. Display only during sunrise to sunset during hours when business is open to the public.
 - May not exceed 6 square feet and not taller than 3 feet in height
 - One per business
 - Prohibited on public streets/sidewalks and in certain zoning districts
 - Should be 30 feet from edge of driveway or intersection
 - Placed at least 1 foot behind sidewalk or 5 feet behind back of curb line if no sidewalk exists
- ▶ **Special Promotion Signs** – Maximum of 30 days each calendar year and may include:
 - Pennants
 - Banners
 - Flags
 - Inflatable structures
 - Search lights
 - Character or product likeness
 - Attention attracting media and devices
 - Non-merchandise displays
- ▶ **Grand Opening & Business Name/Ownership Changes** – Maximum of 30 consecutive days and may include:
 - Pennants
 - Banners
 - Flags
 - Inflatable structures
 - Search lights
 - Character or product likeness
 - Attention attracting media and devices
 - Non-merchandise displays

SIGNS REQUIRING A PERMIT

- ▶ **Interim Business Identification Banners** – Initial display period of 30 days. Can request extension. Must be removed upon permanent sign installation.
 - For temporary business identification; must demonstrate that substantial progress has been made toward manufacture and installation of the permanent sign
- ▶ **Now Hiring** – Maximum of 45 days prior to opening of business. May request extension.
 - May be used for advertising employment purposes
 - Cannot exceed area permitted for permanent wall sign
- ▶ **Coming Soon** – Maximum 30 days. May request extension.
 - Banners may be used
 - Cannot exceed area permitted for permanent wall sign
 - Must be placed on wall of the tenant space
- ▶ **Other Signs Requiring a Permit** –
 - Sign walkers
 - Subdivision signs
 - Promotions for residential developments
 - Model home signs and pennants

