



Community Sign District

Application Checklist

Project Name: _____ COS Project Number: _____ - PA - _____
 Staff Coordinator: _____ Case Number: _____

At your pre-application meeting, your project coordinator will identify which items are required for submittal. Please note that **ALL** items checked will be required at the time of formal submittal. An appointment must be scheduled to submit this application. **To schedule your submittal meeting, please call Current Planning at 480-312-7000.**

SUBMITTAL REQUIREMENTS

All Graphics And Plans Shall Be To Scale And Dimensioned. (No binders please)

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked required.
<input type="checkbox"/>	<input type="checkbox"/>	1. Community Sign District Application Checklist (<i>this form</i>)
<input type="checkbox"/>	<input type="checkbox"/>	2. Application Fee -- \$_____ (subject to change every July)
<input type="checkbox"/>	<input type="checkbox"/>	3. Letter Of Authorization of Affidavit
<input type="checkbox"/>	<input type="checkbox"/>	4. Current Title Report (requirements form provided)- no older than 30 days <ul style="list-style-type: none"> • 8-1/2" x 11" – 1 copy • Include complete Schedule A and Schedule B.
<input type="checkbox"/>	<input type="checkbox"/>	5. Legal Description (if not included in Title Report) <ul style="list-style-type: none"> • 8-1/2" x 11" -1 Written Legal and 1 Graphic
<input type="checkbox"/>	<input type="checkbox"/>	6. Context Aerial and/or Site Location Map
<input type="checkbox"/>	<input type="checkbox"/>	7. Homeowners/Property Owners Association Approval Letter
<input type="checkbox"/>	<input type="checkbox"/>	8. Sign Criteria Regulations and Language (15 copies) <ul style="list-style-type: none"> • Identify all sign types being utilized • State maximum sign dimensions for all sign types
<input type="checkbox"/>	<input type="checkbox"/>	9. Lighting manufacturer's cut sheets (15 copies)
<input type="checkbox"/>	<input type="checkbox"/>	10. Color photographs of the site – including all areas of change
<input type="checkbox"/>	<input type="checkbox"/>	11. Site Plan indicating extent and location of signage, additions, buildings, and other structures; indicate dimensions of all freestanding signs. (15 copies)
<input type="checkbox"/>	<input type="checkbox"/>	12. Floor Plan (s) of existing buildings or buildings within a commercial center. The floor plan shall be dimensioned and clearly delineate each potential tenant space. (15 copies)
<input type="checkbox"/>	<input type="checkbox"/>	13. Elevation Drawings of all buildings showing proposed sign bands. (15 copies)
<input type="checkbox"/>	<input type="checkbox"/>	14. Neighborhood Involvement (see provided packet for requirements)
<input type="checkbox"/>	<input type="checkbox"/>	15. Other:

By signing below, the parties agree that the above documentation has been submitted/received.

Applicant Signature

Date

Coordinator Signature

Date

Planning & Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-7000 ♦ Fax: 480-312-7088