



Sign Permit Review & Resubmittal Checklist

This checklist and redlines must accompany all resubmittals. Incomplete resubmittals will not be accepted.

Date: _____

Review Number: 1st 2nd 3rd 4th or greater

Plan Check Number: _____

Location: _____

Planning Reviewer: _____

E-mail: _____

Building Reviewer: _____

E-mail: _____

Please resubmit the following checked items with your next review:

FREESTANDING SIGN(S):

- Provide dimension from back of street curb to the leading edge of the freestanding sign(s).
- Provide dimensions from the edge of driveway(s) to any part of the freestanding sign(s).
- Provide dimensions from the centerline of the street to leading edge of the freestanding sign(s).
- Provide a sight distance site plan analysis per Chapter 5, Section 5-3 of the Design Standards & Policies Manual (DS&PM).
- The area of the freestanding sign(s) exceeds the maximum allowed. Maximum allowed:
- Height of sign is greater than what the ordinance allows. Maximum allowed height:
- Provide additional dimensions of the freestanding sign cabinet, sign copy or tenant panel as requested on the plan.
- Provide/clarify structural and footing calculations as requested on the plan.
- Other:

BUILDING WALL SIGN(S):

- Provide additional height, width and length of all letters, logos, modifiers, horizontal and vertical spacing, and sign cabinets.
- Provide additional clarification of the colors and materials used for the proposed sign(s).
- Provide a sign section and installation detail to demonstrate how the sign(s) will mount onto the building.
- The area of the building wall sign(s) exceeds the maximum allowed. Maximum allowed:
- Other:

MISCELLANEOUS:

- Provide a written letter of authorization from the property owner.
- Provide the length(s) of the business suite frontage(s) as requested on the plan.
- Provide a floor plan depicting location of the suite layout. Indicate the location of all proposed signs and suite frontage lengths.
- Sign does not match business license name. Modify to match the business name as shown on the business license.
- A business license is required for this address (contact Tax & License at 480-312-2400 to obtain a business license).
- Aggregate of all signs (excluding traffic directional signs) exceeds the sum total sign area. Max allowed:
- Sign does not meet the requirements of the center's master sign program (MSP). Refer to "Other" comments below.
- Other:

OTHER:

SUBMIT WITH NEXT REVIEW:

- Resubmit two (2) complete revised sets at the One Stop Shop to include: site plan, sign elevations, sign specifications & installation details, property owner approval letter, this resubmittal checklist, and all previous redlines.

Planning, Neighborhood & Transportation Division

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