

	<input type="checkbox"/> <b>Revision to Plan*</b> Plan Check #: _____	<h1 style="margin:0;">Sign Permit Application</h1> <h2 style="margin:0;">Application for Review, Approval &amp; Permits</h2> <p style="font-size: small; margin:0;">Web: <a href="http://www.scottsdaleaz.gov/codes/signs">www.scottsdaleaz.gov/codes/signs</a>                  Forms: <a href="http://www.scottsdaleaz.gov/bldgresources/forms">www.scottsdaleaz.gov/bldgresources/forms</a></p>
*Check if this application is a revision to a plan with an active sign permit under the same address. Provide a copy of the original approved plans. Revision fees may apply.		

NOTICE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR SUBSTANTIVE REVIEW

Project Name: _____	
Project Address: _____	
Zoning District(s): _____	Building/Complex/Subdivision Name: _____
Master Sign Program Case#: _____	Maricopa County Parcel Number(s): _____

Qty <sup>1</sup>	Sign Size (Height x Length in Decimals)	Sign Location <sup>2</sup>	Freestanding Sign?	Suite Frontage Length <sup>3</sup>	Lighting Type	Sign Copy and/or Logo Description
#1	x = SF		Y <input type="checkbox"/> N <input type="checkbox"/>			
#2	x = SF		Y <input type="checkbox"/> N <input type="checkbox"/>			
#3	x = SF		Y <input type="checkbox"/> N <input type="checkbox"/>			
#4	x = SF		Y <input type="checkbox"/> N <input type="checkbox"/>			
#5	x = SF		Y <input type="checkbox"/> N <input type="checkbox"/>			
#6	x = SF		Y <input type="checkbox"/> N <input type="checkbox"/>			

- (1) Provide all signs (including any signs less than 4 sq ft) on this application for review. Use additional page if proposing more than 6 signs.  
 (2) Elevation where wall sign is attached to (Ex: North, East, South, or West elevation). For *freestanding signs*, specify the street and/or driveway location.  
 (3) Provide the lineal distance of the suite or building frontage where the wall sign will be placed (Ex: Sign Location: West Elevation, West Frontage Length: 40 feet)

MINIMUM SUBMITTAL REQUIREMENTS*			NOTICE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR SUBSTANTIVE REVIEW
Provided	Not Provided		*Refer to attached <u>Detailed Minimum Submittal Requirements</u> (Page 3) for expanded requirements.
<input type="checkbox"/>	<input type="checkbox"/>	1 copy	COMPLETED SIGN PERMIT APPLICATION
<input type="checkbox"/>	<input type="checkbox"/>	1 copy	REQUEST FOR SITE VISITS AND/OR INSPECTIONS (attached)
<input type="checkbox"/>	<input type="checkbox"/>	2 copies	SITE PLAN (for <i>Building Signs when applicable</i> )
<input type="checkbox"/>	<input type="checkbox"/>	2 copies	SITE PLAN (for <i>Freestanding Signs when applicable</i> )
<input type="checkbox"/>	<input type="checkbox"/>	2 copies	COLOR SIGN ELEVATION PLAN/RENDERINGS
<input type="checkbox"/>	<input type="checkbox"/>	2 copies	SIGN SECTION & INSTALLATION DETAILS (for <i>Building Signs when applicable</i> )
<input type="checkbox"/>	<input type="checkbox"/>	2 copies	SIGN STRUCTURAL & FOOTING DETAILS (for <i>Freestanding Signs when applicable</i> )
<input type="checkbox"/>	<input type="checkbox"/>	2 copies	LANDLORD OR MANAGEMENT COMPANY APPROVAL (when applicable) and/or HOMEOWNERS ASSOCIATION OR PROPERTY OWNERS ASSOCIATION APPROVAL (when applicable)

Official Use Only:

Accepted as Administratively Complete. \_\_\_\_\_ Date

Deficient, items marked "NOT PROVIDED" are required for application acceptance. \_\_\_\_\_ One Stop Shop Staff

Contact One Stop Shop staff for questions regarding the Administrative Log-In Review Screening.

Permit Fees (Official Use Only):							Staff Initials: _____
Sign #1	Sign #2	Sign #3	Sign #4	Sign #5	Sign #6	Base Fee	Total



# Sign Permit Application

## Application for Review, Approval & Permits

Web: [www.scottsdaleaz.gov/codes/signs](http://www.scottsdaleaz.gov/codes/signs)  
Forms: [www.scottsdaleaz.gov/bldgresources/forms](http://www.scottsdaleaz.gov/bldgresources/forms)

**\*REQUIRED**

\*Tenant/Business/Organization Owner Name:

*Address:	*Suite:	*City:	*State:	*Zip:
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*Phone:	*Email:
---------	---------

*Contractor:	*AZ ROC#:	Scottsdale Business License#:
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*Address:	*Suite:	*City:	*State:	*Zip:
-----------	---------	--------	---------	-------

*Phone:	*Email:
---------	---------

\*The property owner shall designate an agent as the applicant for the project

**PLANS & PERMITS WILL ONLY BE RELEASED TO THE PERSON(S) LISTED AS THE APPLICANT CONTACT BELOW. ANY PERSONS NOT LISTED AS CONTACT WILL REQUIRE AUTHORIZATION LETTER FROM THE CONTACT PERSON LISTED.**

*Applicant Contact:	*Company:
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*Email:	*Phone:
---------	---------

*Address:	*Suite:	*City:	*State:	*Zip:
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\*Others authorized to pick up plans & permits:

I (the undersigned) understand and agree that the issuance of the permit for which I am applying does not relieve me of the responsibility that this work will be done in conformity with the laws of the City of Scottsdale, Maricopa County and the State of Arizona. I further agree that the City of Scottsdale Inspections Division has the authority to enforce adopted building codes and appropriate State, County and City laws and regulations not indicated on the construction documents. I acknowledge that this application will expire 180 days after the last plan submittal.

_____	_____	OR	_____	_____
*Owner Signature	Date		*Applicant Signature	Date

### Planning & Development Department

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-2500 • Fax: 480-312-7088 • [www.scottsdaleaz.gov](http://www.scottsdaleaz.gov)



# Sign Permit Application

## Detailed Minimum Submittal Requirements

Web: [www.scottsdaleaz.gov/codes/signs](http://www.scottsdaleaz.gov/codes/signs)  
Forms: [www.scottsdaleaz.gov/bldgresources/forms](http://www.scottsdaleaz.gov/bldgresources/forms)

USE THIS DETAILED MINIMUM SUBMITTAL REQUIREMENT CHECKLIST AS A GUIDE TO ASSIST WITH PREPARING YOUR APPLICATION

### COMPLETED SIGN PERMIT APPLICATION (this application)

<p><b>SITE PLAN/ SUITE LAYOUT PLAN</b></p>	<p><u>Building Signs</u> (when applicable): [1] Label the location all proposed and existing building signs. [2] If it's a suite within a multi-tenant building, show the suite outline and label all suite frontage dimensions, including the longest suite frontage. [3] If it's a building, label all building frontage dimensions, including the longest building frontage. [4] Provide the sum total sign area of all proposed and any existing building signs, monument signs, and tenant panels (the <i>sum total sign area</i> is the aggregate of all signs excluding traffic directional signs). The maximum sum total sign area allowed is based upon the underlying zoning district. Check the zoning district to verify the maximum sum total sign area allowed.</p> <p><u>Freestanding Signs</u> (when applicable): [1] Indicate the location of all proposed and existing freestanding signs on a site plan. [2] Show property lines and any easements (refer to <a href="#">Scottsdale's Parcel Information Map</a> for reference). [3] Show dimensions from all proposed freestanding sign(s) to reference points: leading edge of sign to property line(s), centerline of the street, back-of-street curb, and back-of-driveway curbs.</p>
<p><b>COLOR SIGN ELEVATIONS &amp; RENDERINGS</b></p>	<p><u>Building Signs</u> (when applicable): [1] Provide a rendering/photo rendering of what the sign(s) will look like on the building/suite frontage. [2] Label and dimension the building and/or suite frontage measurement on all elevation renderings. [3] Call-out materials, paint colors, illumination methods and dimensions. [4] Dimension height and length of all letters, logos, and spaces between copy areas.</p> <p><u>Freestanding Signs</u> (when applicable): [1] Provide a rendering of what the sign(s) will look like on an architectural elevation plan. [2] Call-out materials, paint colors, illumination methods and dimensions. [4] Dimension the height and length of any sign panels, tenant panels and architectural features of the proposed freestanding sign(s).</p>
<p><b>SECTION DETAILS</b></p>	<p><u>Building Signs</u> (when applicable): [1] Provide a cross-section detail demonstrating how the building sign(s) will mount onto the building. [2] Demonstrate materials, colors, attachment methods, and lighting methods (if sign lighting is proposed).</p>
<p><b>SIGN STRUCTURE &amp; FOOTING DETAILS</b></p>	<p><u>Freestanding Signs</u> (when applicable): [1] Provide structural and footing details for any proposed freestanding sign. [2] Structural plans are reviewed by the City of Scottsdale Building Department for compliance with the Building Code.</p>
<p><b>PROPERTY OWNER APPROVAL(S)</b></p>	<p>Provide written approval from the property owner(s), and/or the property owner's designated management company (when applicable). Provide written approval from any governing homeowners association or condominium owners association (when applicable). NOTE: A signature on a drawing does not qualify as a property owner approval letter unless supporting written documentation is provided (i.e. written letter, printed email correspondence).</p>
<p><b>ADDITIONAL RESOURCES</b></p>	<p>Sign Ordinance: <a href="http://www.scottsdaleaz.gov/codes/signs">www.scottsdaleaz.gov/codes/signs</a> Sign Plan Review &amp; Inspections Process: <a href="http://www.scottsdaleaz.gov/codes/signs#Permits">www.scottsdaleaz.gov/codes/signs#Permits</a> Fee Sheets: <a href="http://www.scottsdaleaz.gov/bldgresources/fees">www.scottsdaleaz.gov/bldgresources/fees</a> (Refer to 'Miscellaneous Plans' &amp; 'Miscellaneous Bldg. Permits') Frequently Asked Sign Questions: <a href="http://www.scottsdaleaz.gov/codes/signs/faq">www.scottsdaleaz.gov/codes/signs/faq</a> City of Scottsdale Parcel, Zoning &amp; Aerial Information Map: <a href="http://eservices.scottsdaleaz.gov/maps/parcel-information">eservices.scottsdaleaz.gov/maps/parcel-information</a> Maricopa County Parcel Information Map: <a href="http://gis.maricopa.gov/index.html">gis.maricopa.gov/index.html</a></p>

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# Review Methodologies for Application for Permitting and Development Applications

THIS REQUEST CONCERNS ALL PROPERTY IDENTIFIED IN THE CONSTRUCTION DOCUMENT (PLAN REVIEW) APPLICATION

## Review Methodologies

The City of Scottsdale maintains a business and resident friendly approach to new development and improvements to existing developments. In order to provide for flexibility in the review of Development Applications, the City of Scottsdale provides two methodologies from which an owner or agent may choose to have the City process the application. The methodologies are:

### 1. Enhanced Application Review Methodology

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- The applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.

### 2. Standard Application Review Methodology

Under the Standard Application Review, the application is processed accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The City is not required to provide an applicant the opportunity resolve application deficiencies, and staff is not permitted to discuss or request additional information while reviewing the application that may otherwise resolve a deficiency. Since the applicant's ability to collaboratively work with Staff's to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.

In addition to the information above, please review the Development Application flow charts that are included as part of the Development Application Checklist. These follow charts provide a step-by-step graphic representation of the application processes for the associated review methodologies.

**Enhanced Application Review:** I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology.

**Standard Application Review:** I hereby authorize the City of Scottsdale to review this application utilizing the Standard Application Review methodology.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Agent/Applicant Signature

### Official Use Only

\_\_\_\_\_  
Submittal Date

\_\_\_\_\_  
Development Application/Plan Check Number

## Planning & Development Department

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# Request for Site Visits and/or Inspections

## Construction Document Application

THIS REQUEST CONCERNS ALL PROPERTY IDENTIFIED IN THE CONSTRUCTION DOCUMENT (PLAN REVIEW) APPLICATION

Project Name

Project Address

### STATEMENT OF AUTHORITY

1. I am the owner of the property, or I am the duly and lawfully appointed agent of the property and have the authority from the owner to sign this request on the owner's behalf. If the land has more than one owner, then I am the agent for all owners, and the word "owner" refers to them all.
2. I have the authority from the owner to act for the owner before the City of Scottsdale regarding any and all development application regulatory or related matter of every description involving all property identified in the construction document.

### STATEMENT OF REQUEST FOR SITE VISITS AND/OR INSPECTIONS

1. I hereby request that the City of Scottsdale's staff conduct site visits and/or inspections of the property identified in the construction document in order to efficiently process the application.
2. I understand that even though I have requested the City of Scottsdale's staff conduct site visits and/or inspections, city staff may determine that a site visit and/or an inspection is not necessary, and may opt not to perform the site visit and/or an inspection.

Property Owner/Property Owner's Agent:

Print Name

Signature

Official Use Only

Submittal Date

Plan Check Number

### Planning & Development Department

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