

# Temporary Banner Application

## Application for Approval



**NOTICE:**

When applying for a banner, your business must comply and fall under the list of “**Essential Services Requirements**,” in accordance with Arizona Governor Ducey’s Executive Order:  
[https://azgovernor.gov/sites/default/files/eo\\_2021\\_0.pdf](https://azgovernor.gov/sites/default/files/eo_2021_0.pdf)

**Official Use:**

**Application Request:**    **Approved**            **Denied**            **Corrections**

**City Staff Contact:** \_\_\_\_\_ **Approval Date:** \_\_\_\_\_

Business/Organization Name: \_\_\_\_\_  
 Business/Organization Street Address: \_\_\_\_\_ Suite: \_\_\_\_\_  
 City, State Zip Code: \_\_\_\_\_  
 Business Owner or Applicant Name: \_\_\_\_\_  
 Business Owner or Applicant Contact Phone Number: \_\_\_\_\_  
 Business Owner or Applicant Contact Email: \_\_\_\_\_

Banner Size:  
 \_\_\_\_\_ x \_\_\_\_\_ = sq. ft.  
 (height)                      (length)

Banner Location on Building:  
 \_\_\_\_\_  
*Indicate or briefly describe the building/suite elevation direction that the banner will be attached to (ex: North, East, South, or West Elevation).*

**BANNER REQUIREMENTS & RULES**

- Maximum Area Allowed: 4’ x 8’ (Scottsdale Good To-Go Banner), 4’ x 8’ or 3’ x 10.5’ (Custom Banner Design)
- Maximum Height Allowed: 36 feet, not to extend above any roof line.
- Placement: The banner must be displayed on the building storefront of the business and cannot be freestanding or mounted to the ground.
- Quantity: One (1) banner per business suite.
- Maximum Duration: 35 consecutive days within a calendar year, with an option to request an extension.
- The 35-day duration begins one (1) day after the Banner Application is approved.
- Banner shall be made of weather resistant material and be securely fastened to the building façade or building wall.
- Banner shall not encroach into any public right-of-way, and shall not be mounted on the ground.
- Banner shall be placed in a manner that does not create a traffic or pedestrian hazard or obstruct any private sidewalks or pedestrian pathways.

**Submission Requirements & Checklist:**

Incomplete applications will not be accepted. **All digital files must be uploaded in PDF format.**  
 Submit this completed Banner Application along with your selected banner design for approval at:  
[www.scottsdaleaz.gov/codes/signs/banners](http://www.scottsdaleaz.gov/codes/signs/banners)

COMPLETED BANNER APPLICATION – Attach this completed application along with your selected design to your email submittal.  
 CUSTOM BANNER DESIGN – Attach a rendering or drawing (PDF, JPG, PNG) of your custom banner design (with dimensions) to your email submittal.

I (the undersigned) understand and agree that the banner approval 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 has the authority to enforce adopted building codes and appropriate State, County and City laws and regulations not indicated on the construction documents. I also agree to the Banner General Requirements & Rules as outlined on this application.

\_\_\_\_\_  
 Business Owner Signature                      Date                      OR                      Applicant Signature                      Date

**Planning and Development Services**

7447 E. Indian School Road, Suite #105, Scottsdale, AZ 85251 • [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov)