



# Sign Permit Application

## Application for Permitting & Minimum Submittal Requirements

Webpage: [www.scottsdaleaz.gov/codes/signs](http://www.scottsdaleaz.gov/codes/signs)

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

**\*Required**

Senate Bill 1598 (A.R.S. § 9-835(D)) passed by the Arizona Legislature in 2011 requires an Administrative Review of permit applications. A letter of Administrative Completeness or a Notice of Deficiency must be issued to the applicant during the Administrative Review Time Frame. This document serves as that notice. This checklist has been provided to assist the applicant in preparing a complete application. Only complete applications can be accepted for plan review.

\*Project/Business Name: \_\_\_\_\_

\*Project/Business Address: \_\_\_\_\_

\*Zoning District(s): \_\_\_\_\_ \*Maricopa County Parcel Number(s): \_\_\_\_\_

Name of Building/Complex: \_\_\_\_\_ Associated Master Sign Program Case #: \_\_\_\_\_

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

- (1) Provide all signs (including any exterior signs less than 4 sq ft) on this application for plan review. Use additional page if proposing more than 6 signs.
- (2) Elevation where wall sign is attached to (Ex: North, East, South, or West building 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: 30 feet)

### MINIMUM SUBMITTAL REQUIREMENTS\*

#### IMPORTANT NOTICE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR SUBSTANTIVE REVIEW

Provided	Not Provided	N/A		*Refer to attached <a href="#">Detailed Minimum Submittal Requirements</a> for expanded details.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 copy	<b>COMPLETED SIGN PERMIT APPLICATION</b> (this application)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 copy	<b>REQUEST FOR SITE VISITS AND/OR INSPECTIONS</b> (attached)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 copies	<b>SITE PLAN</b> (for <i>Building Wall Signs</i> when applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 copies	<b>SITE PLAN</b> (for <i>Freestanding Signs</i> when applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 copies	<b>COLOR SIGN ELEVATIONS/RENDERINGS &amp; SPECIFICATIONS</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 copies	<b>SIGN SECTION &amp; INSTALLATION DETAILS</b> (for <i>Building Wall Signs</i> when applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 copies	<b>SIGN STRUCTURAL &amp; FOOTING DETAILS</b> (for <i>Freestanding Signs</i> when applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 copies	<b>PROPERTY OWNER APPROVAL LETTER</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→	<b>SCOTTSDALE BUSINESS LICENSE NUMBER*</b> : <input style="width: 150px;" type="text"/>

\*When required by the City of Scottsdale Tax & License Department. Call [480-312-2400](tel:480-312-2400) to verify.

Customer Signature: \_\_\_\_\_

Print Customer Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Date: \_\_\_\_\_

**\*This Administrative Review is valid for 180 days from the date of acceptance.**

**Official Use Only:**

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

Deficient, items marked "**NOT PROVIDED**" are required for application acceptance.

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

### 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)



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## Application for Permitting & Minimum Submittal Requirements

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**\*Required**

\*Tenant/Business Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suite: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contractor: \_\_\_\_\_ AZ ROC#: \_\_\_\_\_ Scottsdale Business License#: \_\_\_\_\_

Phone#: \_\_\_\_\_ E-mail Contact: \_\_\_\_\_

Address: \_\_\_\_\_

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 A UTHORIZATION LETTER FROM THE CONTACT PERSON LISTED.**

\*Applicant Contact: \_\_\_\_\_ Company: \_\_\_\_\_

\*E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\*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 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.

\_\_\_\_\_  
\*Owner Signature Date OR \*Applicant Signature Date

Permit Fees (Official Use Only): \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Sign 1	Sign 2	Sign 3	Sign 4	Sign 5	Sign 6	Base Fee	Total

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# Sign Permit Application

## Detailed Minimum Submittal Requirements

Senate Bill 1598 (A.R.S. § 9-835(D)) passed by the Arizona Legislature in 2011 requires an Administrative Review of permit applications. A letter of Administrative Completeness or a Notice of Deficiency must be issued to the applicant during the Administrative Review Time Frame. This document serves as that notice. This checklist has been provided to assist the applicant in preparing a complete application. Only complete applications can be accepted for plan review.

**Use this detailed minimum submittal requirement checklist as a guide to assist with preparing your application**

**COMPLETED SIGN PERMIT APPLICATION** (this application)

**REQUEST FOR SITE VISITS AND/OR INSPECTIONS** (attached)

<b>SITE PLAN</b>	<i>Building Wall Signs</i> when applicable: Indicate the location all proposed and existing wall signs; the suite outline (within a multi-tenant building); and all exterior suite and/or building frontage dimensions.
	<i>Freestanding Signs</i> when applicable: Indicate the location of all proposed and existing freestanding signs; and dimensions from all sign(s) to reference points: property line, centerline of the street, back-of-street and driveway curbs.
<b>COLOR SIGN ELEVATIONS &amp; RENDERINGS</b>	<i>Building Wall Signs</i> when applicable: Provide a rendering of what the sign(s) will look like on the building/suite frontage(s). Show the tenant and/or building frontage measurement(s) on all elevation(s). Call-out materials, paint colors, illumination methods and dimensions.
	<i>Freestanding Signs</i> when applicable: Provide a rendering of what the sign(s) will look like on an architectural elevation plan. Call-out materials, paint colors, dimensions and illumination methods.
<b>SECTION DETAILS</b>	<i>Building Wall Signs</i> when applicable: Provide a cross-section detail demonstrating how the sign(s) will mount onto the building. Demonstrate materials, colors, attachment methods, and lighting methods (if sign lighting is proposed).
<b>SIGN STRUCTURE &amp; FOOTING DETAILS</b>	<i>Freestanding Signs</i> when applicable: Provide structural and footing details for any proposed freestanding sign. Structural plans are reviewed by the Building Department for compliance with the Building Code.
<b>PROPERTY OWNER APPROVAL</b>	Provide written approval from the property owner(s), and/or the property owner's designated management company. Provide written approval from any governing homeowners association or condominium owners association when applicable.  PLEASE 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 or e-mail correspondence from the property owner).
<b>SCOTTSDALE BUSINESS LICENSE NUMBER</b>	All businesses, individuals and non-profit organizations conducting business in the City of Scottsdale <i>may</i> require a particular <i>type</i> of business license. To find out if a license is required, please contact Tax & License Department at 480-312-2400, or visit <a href="http://www.scottsdaleaz.gov/licenses">www.scottsdaleaz.gov/licenses</a>  PLEASE NOTE: Homeowner associations and property owner associations are exempt from providing a business license number on the sign permit application.

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# Review Methodologies for Application for Permitting and Development Applications

## 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 publish 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.

<input type="checkbox"/>	<b>Enhanced Application Review:</b>	I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology.
<input type="checkbox"/>	<b>Standard Application Review:</b>	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 No.: _____

## Planning & Development Department

7447 E. Indian School Road Suite 105, Scottsdale, Arizona 85251 • Phone: 480-312-7000 • Fax: 480-312-7088 • [www.scottsdaleaz.gov](http://www.scottsdaleaz.gov)

Revision Date: 01/18/13



# 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" refer 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

### City Use Only:

Submittal Date: \_\_\_\_\_ Plan review number: \_\_\_\_\_

### Planning, Neighborhood & Transportation Division

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