



SIGN PERMIT APPLICATION

GENERAL DATA REQUIRED

Development/Project Name:

Assessor's Parcel Number(s):

Current Property Zoning:

Project Location:

Total Sign and Construction Installation Value:

Description of Project:

PROPERTY OWNER INFORMATION

Owner Name:

Company:

Street Address:

Phone:

City:

State:

Zip Code:

E-Mail:

APPLICANT / AGENT REPRESENTATIVE INFORMATION

Name:

Company:

Street Address:

Phone:

City:

State:

Zip Code:

E-Mail:

I hereby certify that I have read and understand this application and state that the above information is correct to the best of my knowledge. Either I am the owner of the property or I have been authorized (in writing by the owner) to file this application. I agree to comply with all City of Eloy Codes, Ordinances, and Arizona state laws relating to building construction. I hereby authorize representatives of the City of Eloy to enter the property for inspection purposes. I acknowledge that this application will expire 180 days after the last plan submittal.

Applicant Signature:

Date:

CONTRACTOR INFORMATION

Contact Name:

Company Name:

Street Address:

Phone:

City:

State:

Zip Code:

E-Mail:

ROC #:

Class:

City of Eloy Business #:

State Tax #:

FOR OFFICE USE ONLY

Accepted By:

Submittal Date:

Fees:

CASE NO:

Receipt Confirmation No.

Fees Paid:

GL# 10-319-0120



Property Owner's Permission Form

****If multiple property owners exist, each owner shall complete an Owner's Permission Form.***

Property address: _____

A.P.N.(s): _____

I, the undersigned, I am the owner of the land specified above, or I am the duly and lawfully appointed agent of the owner of the land and have authority from the owner to sign this affidavit on the owner's behalf. I do hereby grant permission act on my behalf for the planning and zoning/permit application to the following Applicant / Agent Representative(s):

Authorized Owner(s)/Representative Name (Print or Type): _____

Authorized Owner/Representative's (Print or Type): _____

Company, Corporation, Trust, etc. Name (Print or Type): _____

Signature: _____

STATE OF _____)

) ss

County of _____)

On this _____ day of _____ 20 __, before me, the undersigned Notary Public,

personally appeared _____, known to me to be the person(s) whose name
is subscribed to the within this instrument and acknowledged
that _____

executed the same.

IN WITNESS WHEREOF, I hereto set my hand and official seal.

My commission expires:

Notary Public



City of Eloy

Sign Permit Application Checklist

PURPOSE AND APPLICABILITY:

This application checklist aims to provide applicants with a list of the minimum information needed to submit a sign permit application. The City Staff strives to inform applicants of all information that is necessary to be submitted with the first submittal of an application, although upon review of the submitted material, additional information may need to be provided with a follow-up resubmittal of an application.

ADVISORY:

Please be advised of the following

- Incomplete applications will not be accepted for review. All fees must be paid, and required material must be submitted prior to an application being accepted for review.
- Unless requested, paper submittals will not be accepted.
- Unless otherwise specified, all documents shall be submitted as in PDF and all layers flattened.
- All Documents shall be named as indicated on the application checklist.
- Any application that includes documents that are not flattened or the file names does not follow the document names as indicated in the Checklist, the application will be returned as Administratively Incomplete, and the submittal will be rejected.

NOTE:

1. Fascia modification and color changes of building and Fuel/Gas/Energy station canopies are not allowed, approved, and permitted with a Sign Application. Fascia Modification and color changes of building and Fuel/Gas/Energy station canopies require the approval of a Minor Site Plan Application to modify the building elevation. Building Elevations submitted with a sign application shall match the elevations that have previously been approved as part of a Site Plan Application.
2. The definition of a sign is (Seciton 21-9-1 of the Zoning Ordinance) SIGN: Any visual element, or combination of elements, including words or symbols, designed or placed to attract attention or convey information, including any device providing identification, advertising or directional information for a specific business, service, product, person, organization, place, or building, including graphic devices such as logos, obtrusive colored fascia or architectural elements, banners, balloons, streamers, inflatable structures, exterior merchandise displays, projected picture signs, holographic projection signs and other attention attracting media and devices. *(This includes the use of corporate colors and objects.)*

PART I -- GENERAL REQUIREMENTS

Required	Received	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
☒	☐	1. Sign Application Checklist
☒	☐	2. Sign Application Fee (<i>Permanent Signs Only</i>)

			• Plan Review Fee. The fee shall equal to 65 percent of the building permit fee calculated at the time of application submittal. Any submittals that require three or more reviews shall be charged at the hourly rate and administrative fee specified below. (subject to change every July) • Permit Fee. The fee is based on total sign(s) and installation valuation pursuant to the building permit fee schedule. (Permit fee calculated and charged at time of permit issuance (subject to change every July)).
☒	☐	3.	Sign Application
☒	☐	5.	Property Owner Authorization • Required when the property owner is represented by an agent (e.g. Lawyer, planner, architect, landscape architect, etc.
PART 2 – NARRATIVE, PLANS, REPORTS, RELATED DATA AND INFORMATION			
Description of Documents Required for Complete Application. All Plans, Building Elevations, Perspectives, and Details shall be black-line drawings of suitable quality for reproduction and without gray-tones or shading, except as otherwise noted. No application shall be accepted without all items marked below.			
1.			Site Plan/ Suite Layout Plan <u>Building Signs.</u> (When included as part of the application): • Building Elevations: – Identify the location of all proposed and existing building signs to remain on the Building Elevation Plan(s). Dimension the height of all signs – Dimension height and width of all proposed and existing building signs to remain on the Building Elevation Plan(s). – Dimension the width of the building elevation and each sign regulated segment of the elevation that a sign will be placed. • Site Plan: – Provide the square foot area of all proposed and existing building signs to remain. – Dimension the street frontage property widths on the site plan. • Additional Information to be provided on the plans: – Provide the Total Aggregate Sign Area of all proposed and allowed of existing building signs, directional signs, freestanding/monument signs, and tenant panels. <u>Freestanding/Monument Signs.</u> (When included as part of the application): • Site Plan: – Indicate the location of all proposed and existing freestanding signs on the Site Plan. – Show and label all property lines, easements, and sight visibility triangles on the Site Plan. – Show dimensions from all proposed freestanding sign(s) to reference points on the Site Plan: leading edge of sign to property line(s), centerline of the street, back-of-street curb, and back-of-driveway curbs.
2.			Color Sign Elevations and Renderings <u>Building Signs.</u> (When included as part of the application): • Provide a rendering/photo rendering of what the sign(s) will look like on the building/suite frontage. – Dimension the building and/or suite frontage's width and height on all elevation renderings. – Dimension the height of all signs on all elevation renderings. – Call-out materials, paint colors, illumination methods – Dimension height and length of all letters, logos, and spaces between copy areas .

	<u>Freestanding/Monument Signs.</u> (When included as part of the application): - Architectural elevation plan - Provide a rendering of what the sign(s) will look like on an . - Call-out materials, paint colors, and illumination methods. - Dimension the overall height of the sign, and the height and dimensions of any sign panels, tenant panels and architectural features of the proposed freestanding sign(s).
3.	Section Details <u>Building Signs.</u> (When included as part of the application): - Provide a cross-section detail demonstrating how the building sign(s) will be mounted onto the building, and specify all fasteners. - Demonstrate materials, colors, attachment methods, and lighting methods (if sign lighting is proposed).
4.	Sign Structure and Footing Details <u>Freestanding/Monument Signs.</u> (When included as part of the application): Provide structural and footing details, and structural calculations for any proposed freestanding sign. Plans shall be sealed by an Arizona Registrant.
5.	Electrical Plans (When need for the sign): - Electrical plans shall be provided with the application for all new electrical installations to accommodate the sign. Plans shall be sealed by an Arizona Registrant. - If existing electrical circuitry will be utilized, please specify that “No new electrical circuitry is required or will be provided for the sign(s) on the cover sheet of the sign plans.”
6.	Permanent Sign Type and Quantity (When included as part of the application): - Provided the total quantities of each of the sign types provided in the application. - The sign types are: - Attached or wall mounted - Projecting - Awning/canopy - Freeway pylon - Electronic message center - Window - Gas filled
7.	Temporary Signage <u>Banner Sign.</u> (When included as part of the application): - Identify the location of the Banner sign on the building elevation plan. A picture of the building used with the location identified of the sign. <u>A-Frame Sign.</u> (When included as part of the application): - Identify the location of the A-Frame sign on the site plan. An aerial of the property may be used to identify the location of the sign. <u>Yard Sign.</u> (When included as part of the application): - Identify the location of the yard sign on the site plan. An aerial of the property may be used to identify the location of the sign.
8.	Temporary Sign Type and Quantity (When included as part of the application): - Provided the total quantities of each of the sign types provided in the application. - The sign types are: - A-frame sign - Banner sign - Sign walker - Yard sign