



TEMPORARY SIGN PERMIT APPLICATION

Instructions

Information about temporary sign permits and submittal requirements can be found in Title 17, Chapter 17-10 of the [Marana Town Code](#).

- Applicants can submit electronically by email. Please follow the Information resource on "[How to Submit Electronically](#)."
- Submit the completed application along with all forms and attachments electronically by email to maranaplanning@maranaAZ.gov. If means to submit electronically are unavailable, applicants can submit in person using a print copy to:
Development Services
Marana Municipal Complex, Second Floor
11555 W Civic Center Dr. Building A2
Marana, AZ 85653
- The application and review status can be viewed through [Permit Tracker](#), our On-line Application & Information System, utilizing the permit search menu.
- Notice of corrections or approval will be communicated via email to the applicant listed on the application.

Payment

Fee information can be found online at maranaAZ.gov/finance. An invoice will be provided by email to the applicant for payment. Payment can be made in the form of credit card, cash or check payable to the Town of Marana.

- Credit card over the phone, please call (520) 382-2600
- In person or by mail, please send checks to:
Town of Marana, Cashiering
11555 W Civic Center Dr. Building A2
Marana, AZ 85653

Licensing Time Frame

Pursuant to and subject to A.R.S. § 9-836 (2019), the Town of Marana hereby establishes its licensing time frames, available [here](#).

Contact Information

For questions about this form, please contact Marci Johns by email at maranaplanning@maranaAZ.gov or call (520) 382-2600.

**TEMPORARY SIGN PERMIT APPLICATION****APPLICANT INFORMATION**

Business Name:	Contact Name:		
Site Address:	City:	State:	Zip:
Email:	Phone No.:		

SIGN INFORMATIONIs a site plan provided showing the building footprint, cross streets and location of sign(s)? ☐ Yes ☐ NoAre signs located within a substantial road construction area? ☐ Yes ☐ No

Banner Sign ☐ Yes ☐ No Quantity (Max 1): _____
-Height = _____ ft Width = _____ ft Total Area (Max 40 sq ft.) = _____ sq ft
-Number of days to be displayed (Max 21 days/4 times a year): _____
-Requested Display Start Date: _____

Quill Sign ☐ Yes ☐ No Quantity (Max 2): _____
-Height = _____ ft Width = _____ ft Total Area (Max 20 sq ft.) = _____ sq ft
-Number of days to be displayed (Max 21 days/4 times a year): _____
-Requested Display Start Date: _____

Inflatable/Air Activated Sign ☐ Yes ☐ No Quantity (Max 2): _____
-Height = _____ ft Width = _____ ft Total Area (Max 40 sq ft.) = _____ sq ft
-Number of days to be displayed (Max 3 days/2 times a year): _____
-Requested Display Start Date: _____

Development Activity Sign ☐ Yes ☐ No Quantity (Max 3 per street frontage): _____
-Height = _____ ft Width = _____ ft Total Area (Max 32 sq ft.) = _____ sq ft
-Number of days to be displayed (Duration of activity per Town Code 17-10-32): _____
-Requested Display Start Date: _____

ACKNOWLEDGMENTS

All temporary signs must be located on private property. Placement is not allowed in the Town's right-of-way, which includes medians, sidewalks, signs, traffic poles, utility poles, landscaping areas, and generally the area between the sidewalk and the street. If you are unable to determine the correct location, please contact Town of Marana Development Services for assistance.

We recommend the application is submitted 30 days prior to the requested display start date. If the permit is issued after your requested start date, the start date will be modified to match the permit issuance date. Signs cannot be displayed until the permit is issued and may only be displayed for the approved display dates as indicated on the permit.

PERMIT HOLDER INITIALS _____**APPLICANT AUTHORIZATION**

By signing below, I hereby acknowledge that I have read the information provided online at maranaaz.gov/arsnotice and certify that the information set forth in this application are true and correct to the best of my knowledge. I am either the owner of the property or I have been **authorized in writing** by the owner to file this application. (If the applicant is not the owner, attach [written authorization from the owner](#))

Applicant Name (PRINT)

Signature

Date

FOR OFFICIAL USE ONLY

Project No. _____

Date Received _____