

SIGN PERMIT APPLICATION

Owner Information

Owner's Name _____

Address _____

City, State, Zip _____

Phone _____ Fax _____

Email _____

Contractor Information

Name _____

Address _____

City, State, Zip _____

Phone _____ Fax _____

Email _____

Applicant Information

Applicant's Name _____

Address _____

City, State, Zip _____

Phone _____ Fax _____

Email _____

Property Information

Assessor's Parcel # _____

Subdivision _____

Unit # _____ Lot # _____

Address/Location _____

Zoning _____

Existing Land Use _____

Parcel Size _____

CERTIFICATION & ACKNOWLEDGEMENT

I am applying for a Sign Permit and this application is complete and accurate and I agree to abide by the regulations of this jurisdiction. I understand that by applying for this permit, I am requesting inspection of the permitted development and grant the Coconino County Community Development and their inspectors and regulators access and permission to perform inspections.

Incomplete or inaccurate submittals may result in delays, return of submittals, or denial of this application. The Sign Permit is a supplemental permit and other permits may be required for this project. All required permits must be obtained prior to any construction or installation. The applicant is responsible for all changes and additional time required to correct plans and/or development as a result of differences between initial and final plans.

I am responsible for contacting the Coconino County Community Development at (928) 679-8850 to schedule all required inspections for this permit.

Signature of Applicant

_____ Date _____

Signature of Property Owner (if not the applicant)

_____ Date _____

Inventory of Existing & Proposed Signs

Total	Total Number	Total Square Footage
Existing Signs Not to be Changed	_____	_____
Signs to be Modified	_____	_____
Proposed Signs	_____	_____

OFFICE USE ONLY

Received By _____ Date _____

Receipt # _____ Fee _____

Case # _____

Related Cases _____

DIRECTOR ACTION

Approved with Conditions (*see attachments*) Denied

Action By _____ Date _____

Expiration _____

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SUBMITTAL REQUIREMENTS* (see attached guidelines for minimum requirements)

- ◇ \$60 non-refundable filing fee.
- ◇ Two copies of a plan showing the dimensions, advertising copy, lighting, materials, and colors of the proposed signs.
- ◇ Two copies of a site plan of the property showing the location of *all existing and proposed* signs.
- ◇ Size, type, and illumination description of all existing and proposed signs on subject property (Sign Permit Inventory Worksheet).
- ◇ For new construction, a separate building permit.
- ◇ For externally illuminated signs, a separate lighting permit.
- ◇ A copy of all recorded easements applicable to the request.
- ◇ All required Design Review Overlay, Conditional Use Permit, Variance, and other permits and licensing obtained.

*NOTE- The Director of Community Development may require additional information or plans, if they are necessary to enable a determination as to whether the circumstances prescribed for the granting of a Sign Permit exist. The Director of Community Development may authorize omission of any or all of the plans and drawings required by this Section if they are not necessary.

SITE PLAN REQUIREMENTS (continued on next page)

General Property Information: Required

1. Show the entire property (parcel) by the platted property lines; include all property dimensions; and streets labeled.
2. Show the minimum required setback lines (front, sides and rear) conforming to the zoning district. This information is available from Community Development.
3. Direction of slope on property and the direction of natural drainage - accurate topography may be required when necessary.
4. Slopes that exceed 15%, including any cut banks greater than 4' in height.
5. North arrow and site plan scale.
6. Streams, creeks, washes and floodplains.

Existing Property Improvements: Required

1. Location of all existing structures. Label all structures, show dimensions from structure to property lines and distances between structures
2. Location of all existing wells.
3. Location of all existing drainage facilities.
4. Location of all existing septic tanks, leach fields and sewer lines.
5. Location of all existing driveways.
6. Location of all ingress and egress easements and utility easements (when applicable).

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SITE PLAN REQUIREMENTS (continued)

Proposed Property Improvements: Required

1. Location and dimensions of all proposed structures in relation to property lines and other structures.
2. Label all proposed structures and cross hatch for clarity.
3. Location of all proposed wells.
4. Location of all new septic tanks, leach fields and sewer lines.
5. Location of all new driveways and road improvements including type of material.
6. Show all utility connections and line directions:
 - a. Septic tank and leach field location, reserve area and sewer line locations.
 - b. Water line location.
 - c. Gas line location.
 - d. Liquid propane gas tank location or natural gas meter location (dimension).
 - e. Underground liquid propane tank location (dimension).
 - f. Air conditioner location.
 - g. Electric meter location.
7. Retaining wall locations. Areas to be filled (fills in excess of 4' shall be engineered).
8. Fence locations. Describe type and height of fence.

PERMIT REVIEW TIMEFRAMES*

- ◇ Administrative completeness shall be determined within 30 calendar days of the submittal of a Sign Permit application. Applicants will be notified in writing of an incomplete application with a list of deficiencies. Notice in writing of application deficiencies shall suspend the administrative completeness timeframe until such time as all deficiencies have been addressed.
- ◇ Substantive review of all Sign Permit applications shall be completed within 30 calendar days from the determination that the Sign Permit application is administratively complete. One written request for additional information may be made to the applicant during this review process.
- ◇ The total timeframe for the granting or denying of a Sign Permit is 60 days.

***Note-Permit review timeframes are provided for compliance with ARS §11-1605. Actual timeframes based on a complete application may be considerably shorter.**

SIGN PERMIT INVENTORY WORKSHEET

	Sign			Size of Existing			Size of Proposed			Type			Illumination		
	Existing, no Change	Modification of existing	New Construction	Width (in feet)	Height (in feet)	Total Square Footage	Width (in feet)	Height (in feet)	Total Square Footage	Freestanding	Wall-mounted	Other-specify	None	Internal	External
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	=		X	=		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	=		X	=		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	=		X	=		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	=		X	=		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	=		X	=		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	=		X	=		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	=		X	=		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	=		X	=		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	=		X	=		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	=		X	=		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	=		X	=		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	=		X	=		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	=		X	=		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	=		X	=		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	=		X	=		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Existing Signage Total = _____

 Proposed Signage Total = _____

Total Square Footage of All Signs = _____