



All submittals require one (1) application and three (3) copies of all attachments. Submittals are to be made at the Planning & Development Department, 200 West Washington Street, 2nd Floor, Phoenix, Arizona 85003.

Note: If submitting through the Electronic Plan Review system, multiple copies of submittal documents are not required.

A. Ground Sign Location

- 1. Provide shortest distance from the leading edge of sign to property line.
- 2. Provide shortest distance from any driveway to the sign.
- 3. Indicate any utilities near sign.
- 4. Provide sign height from adjacent street grade.
- 5. Indicate sight distance triangle if located at street intersection or driveway intersection (see Section 705 of the Zoning Ordinance for requirements).
- 6. If using an existing structure, provide building and/or sign permit number(s).
- 7. Provide linear frontage of property.

B. Wall Sign Location

- 1. Provide length of elevation or tenant space where sign will be placed.
- 2. Provide elevation view indicating sign location.
- 3. Provide distance of sign from top of roof and side of building.
- 4. Provide height to top of sign from grade.
- 5. Provide height of building (if varying roofline, provide all heights).

C. Sign Face/Structure

- 1. Show height and length of sign structure (individual letters to be enclosed within the smallest regular geometric figure).
- 2. Show height and length of all wording, horizontal spacing and insignia.
- 3. Show color and materials of sign structure.
- 4. Sign must predominantly display business name.
- 5. Leading letter height must be uniform in the business name.
- 6. Show color and texture of background material of sign.

D. Miscellaneous

- 1. For multi-tenant complex, consult Comprehensive Sign Plan for type, color, and style regulations.
- 2. For buildings more than one story in height, indicate the number of floors on elevation plan.
- 3. Provide an approved site plan.
- 4. Provide a floor plan for tenant space within a multiple tenant building.
- 5. Provide installation detail/section drawing of sign.
- 6. For "Fast Track" refer to the Fast Track brochure for requirements.

A completed checklist must be attached to the sign plans when submitted for first review. The following certification statement must be signed by the applicant certifying that all applicable requirements on this checklist have been met.

CERTIFICATION

I certify that these plans comply with all applicable city ordinances, standards and policies, including state and county requirements and regulations. In addition, i certify that this checklist has been completed ensuring all items listed are properly addressed. I understand that if i fail to address all applicable items in this checklist, the plans will be immediately returned to me without any formal review being performed.

Applicant Signature: _____ Date: _____

Applicant Name (please print): _____

This publication can be made available in alternate formats (Braille, large print, or digital media) upon request. Contact Planning & Development at (602) 262-7811 voice or (602) 534-5500 TTY.