



This application outlines all requirements for obtaining Design Review consideration for signs. This application must accompany all requests for Design Review consideration. For further information, contact the Planning & Development Department, Sign Section, at 200 W. Washington, 2nd Floor, Phoenix, AZ 85003-1611 or call (602) 495-0301.

With the exception of the site plan, documents are preferred to be 8 1/2" x 11". Larger documents will be accepted, provided they fold flat.

**A. Type of Request** (Check all that apply)

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| <input type="checkbox"/> Additional Height and/or Area | <input type="checkbox"/> Elimination of Separation from Building |
| <input type="checkbox"/> Signs Above Roofline          | <input type="checkbox"/> Erecting Sign on Attached Walls         |

**B. Submittal Requirements**

All submittals for Design Review for a sign permit, must include:

- Sign permit application with note that Design Review is requested
- Blueline drawing of proposed sign showing DR presumption have been addressed. (Part 'C' of application)
- Copy of Site Plan (if one exists), or Plot Plan
- Colored drawing of proposed sign or color 35 mm photographs or a color sample of the material being used
- Other pertinent information to enhance application

**C. Design Review Presumptions**

- Copy of site plan or, if site plan doesn't exist, a plot plan in addition to plot plan on the application.
- Show drawing of proposed sign including:
  - area of sign
  - materials
  - lighting (if applicable)
  - location on site
  - details that demonstrate the following Design Review presumptions and considerations:

**Additional Height and/or Area (Ground Sign) only completes P6.1.1 thru P6.1.4**

- P6.1.1 Signs should be designed to be consistent with the architectural treatment and overall character of the site.

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An applicant may receive a clarification from the city of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement. To request clarification or to obtain further information on the application process and applicable review time frames, please call 602-262-7811 or visit our website at <http://phoenix.gov/pdd/licensetimes.html>. 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.

- P 6.1.3 Sign should use materials or textures which are complimentary to those used in the building or project being signed.

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- P 6.1.4 Signs should use colors which match or compliment the colors used on the building or project being signed.

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- P 6.2.1 Sign locations should be integrated within the design of the site and the adjacent streetscape.

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- P 6.2.2 Signs should be placed so they are not obscured by landscaping when it has reached full maturity.

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- P 6.3.1 Sign placement and materials for multiple tenant occupancies should be delineated in a uniform and consistent manner.

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Character

The following Design Review Considerations are concepts that should be considered in developing a project:

- 6.1.2 Signs should conform to the character of the context area as it is more specifically defined in any adopted plan for the area.
- 6.2.3 Consideration should be given to the location and design of signs on adjacent parcels.