

Sign Permit Application

Application for Permitting, Minimum Submittal Requirements & Checklist

Webpage: www.scottsdaleaz.gov/codes/signs

Forms: www.scottsdaleaz.gov/bldgresources/forms

Senate Bill 1598 (A.R.S. § 9-835(D)) passed by the Arizona Legislature in 2011 requires an Administrative Review of permit applications. A letter of Administrative Completeness or a Notice of Deficiency must be issued to the applicant during the Administrative Review Time Frame. This document serves as that notice. This checklist has been provided to assist the applicant in preparing a complete application. Only complete applications can be accepted for plan review.

*Project/	Business N	lame: _										
*Project/Business Address:												
*Zoning District(s): *Parcel Number(s):												
Name of Building/Complex: Associated Cases:												
*Qty ¹	*Sign Size (Height x Length in Decimals)			*Sign Location ²	*Suite/Building Frontage Length ³	*Lighting Type	*Sign Copy Text and/or Logo Description					
Sign 1	x	=	Sq Ft									
Sign 2	x	=	Sq Ft									
Sign 3	х	=	Sq Ft									
Sign 4	x	=	Sq Ft									
Sign 5	х	=	Sq Ft									
Sign 6	х	=	Sq Ft									
(1) Provide all signs (including any exterior signage less than 4 sq ft) on application for plan review. Use additional page if proposing more than 6 signs. (2) Elevation where wall sign is attached to (Ex: North, East, South, or West building elevation). For <i>freestanding signs</i> , specify the street and/or driveway location. (3) Provide the lineal distance of the suite or building frontage where the wall sign will be placed (Ex: Sign Location: West Elevation, West Frontage Length: 30 feet)												
MINIMUN Provided			QUIREMENTS	(IMPORTANT NOTICI	E: Incomplete applica	ations will not be	accepted for substantive review).					
			1 copy 2 copies SI *N 2 copies SI	COMPLETED SIGN PERMIT APPLICATION (this application) REQUEST FOR SITE VISITS AND/OR INSPECTIONS (signed) SITE PLAN* (for Building Wall Signs when applicable) *Must show location of suite/building & must show suite/building frontage dimensions. SITE PLAN* (for Freestanding Signs when applicable)								
			2 copies Copies SI 2 copies SI	*Must show dimensions from sign(s) to reference points (property line and street/driveway curbs). COLOR SIGN ELEVATIONS/RENDERINGS & SPECIFICATIONS* *Must show tenant/building frontage measurement(s) on elevation(s). SIGN SECTION & INSTALLATION DETAILS (for Building Wall Signs when applicable) SIGN STRUCTURAL & FOOTING DETAILS (for Freestanding Signs when applicable)								
			S									
☐ Acc	epted as A	Adminis	tratively Con		Jookidale Tax & Electric	o Dopartment. Can <u>-</u>	10 VOIIIY.					
	•		•	OVIDED" are requir	red for application a	acceptance.	Date					
Contac	t staff for q	uestion	ns regarding	the Administrative L	og-In Review Scree	ening.	Staff Member					
Custom	ner Signatu	ıre:					Clair Welfiber					
Print C	ustomer Na	ame: _										
Phone:			E	-mail:			_ Date:					
*This Administrative Review is valid for 180 days from the date of acceptance. For additional information, visit our website at www.scottsdaleaz.gov/bldgresources/forms .												
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Planning, Neighborhood & Transportation Division

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-2500 • Fax: 480-312-7088 • www.scottsdaleaz.gov



*Required

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*Tenant/Busines												
Phone:		Fax:		E-mail:								
Contractor: AZ ROC#: Scottsdale Business License#: Phone#: E-mail Contact: Address:												
The property owner shall designate an agent as the applicant for the project												
PLANS & PERMITS WILL ONLY BE RELEASED TO THE PERSON(S) LISTED AS THE APPLICANT CONTACT BELOW. ANY PERSONS NOT LISTED AS CONTACT WILL REQUIRE AUTHORIZATION LETTER FROM THE CONTACT PERSON LISTED.												
*Applicant Contact: Company:												
*E-mail:			Pho	Phone: Fax:								
Address:			Cit	у	Sta	ateZip)					
*Others authorized to pick up plans & permits:												
I (the undersigned) understand and agree that the issuance of the permit for which I am applying does not relieve me of the responsibility that this work will be done in conformity with the laws of the City of Scottsdale, Maricopa County and the State of Arizona. I further agree that the Scottsdale Inspections Division has the authority to enforce adopted building codes and appropriate State, County and City laws and regulations not indicated on the construction documents. I acknowledge that this application will expire 180 days after the last plan submittal.												
*Owner Signature Date *Applicant Signature Date												
Permit Fees (Official Use Only): Staff Initials:												
Sign 1	Sign 2	Sign 3	Sign 4	Sign 5	Sign 6	Base Fee	Total					

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Review Methodologies for Application for Permitting and Development Applications

Review Methodologies

The City of Scottsdale maintains a business and resident friendly approach to new development and improvements to existing developments. In order to provide for flexibility in the review of Development Applications, the City of Scottsdale provides two methodologies from which an owner or agent may choose to have the City process the application. The methodologies are:

1. Enhanced Application Review Methodology

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statues, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- The applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the publish Staff Review Time frames.

2. Standard Application Review Methodology:

Under the Standard Application Review, the application is processed accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statues. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The City is not required to provide an applicant the opportunity resolve application deficiencies, and staff is not permitted to discuss or request additional information while reviewing the application that may otherwise resolve a deficiency. Since the applicant's ability to collaboratively work with Staff's to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.

In addition to the information above, please review the Development Application flow charts that are included as part of the Development Application Checklist. These follow charts provide a step-by-step graphic representation of the application processes for the associated review methodologies.

I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology.				
he City of Scottsdale to review this application utilizing the in Review methodology.				
Agent/Applicant Signature				



Request for Site Visits and/or Inspections

Construction Document Application

This request concerns all property identified in the construction document (plan review) application. Project Name: Project Address: STATEMENT OF AUTHORITY: 1. I am the owner of the property, or I am the duly and lawfully appointed agent of the property and have the authority from the owner to sign this request on the owner's behalf. If the land has more than one owner, then I am the agent for all owners, and the word "owner" refer to them all. 2. I have the authority from the owner to act for the owner before the City of Scottsdale regarding any and all development application regulatory or related matter of every description involving all property identified in the construction document. STATEMENT OF REQUEST FOR SITE VISITS AND/OR INSPECTIONS 1. I hereby request that the City of Scottsdale's staff conduct site visits and/or inspections of the property identified in the construction document in order to efficiently process the application. 2. I understand that even though I have requested the City of Scottsdale's staff conduct site visits and/or inspections, city staff may determine that a site visit and/or an inspection is not necessary, and may opt not to perform the site visit and/or an inspection. Property owner /Property owner's agent: Print Name Signature City Use Only: Submittal Date: _____ Plan review number:

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7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-7000 ♦ Fax: 480-312-7088