



COMPREHENSIVE SIGN PLAN APPLICATION

(Electronic version available at: www.casagrandeaz.gov/web/guest/devforms)

Request Type (Please indicate one of the following):

- Planned Shopping Center** **Entire Commercial Block Frontage**

1. PROJECT NAME _____

Site Address _____

Assessor Parcel # (s) _____

Existing Zoning _____ Acreage _____

2. APPLICANT INFORMATION:

Name _____

Address _____ City _____ State _____ Zip Code _____

Phone _____ Fax _____ Email Address _____

Status (Owner, Lessee, Agent, etc.) _____

3. PROPERTY OWNER(S):

Name _____

Address _____ City _____ State _____ Zip Code _____

Phone _____ Fax _____ Email Address _____

OWNER/APPLICANT ACKNOWLEDGEMENT OF RESPONSIBILITIES:

The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I am fully aware that any misrepresentation of any information on this application may be grounds for denial of this application. I agree that if this request is issued on the representations made in this submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations.

Signature of Property Owner Date Signature of Applicant Date

**** Applicants who are not the property owner of record are required to have the application co-signed by the property owner and provide a signed statement by the property owner authorizing the submittal of the application on their behalf by the applicant. See attached Owner Authorization Form.**

CITY INTAKE:

Date Accepted & Logged In: _____ Intake Staff: _____

Fee Receipt # _____ Assigned Planner: _____

Planner Approval for Submittal: _____



Comprehensive Sign Plan Review

Overview

A comprehensive sign plan may be submitted by the developers of a proposed commercial development which will occupy the entire frontage of one or more block fronts, or by the developers of a planned shopping center. The plan shall include the location, size, height, color, lighting and orientation of all proposed signs, in addition to any other information deemed necessary. If the comprehensive sign plan is found to be acceptable, exceptions to the provisions of this Code may be granted, if the sign areas and densities shown on the plan are in conformity with the intent of the Sign Code and if such exceptions result in an improved relationship between the various parts of the plan.

Comprehensive Sign Plan approval is granted by the Board of Adjustment to provide for the establishment of signage criteria that is tailored to a specific development or locations. The intent is to provide for flexible sign criteria that promote superior design through architectural integration of the site, buildings and signs.

Application Processing

- 1) Staff Review of Submitted Plans- The complete application will be routed to City Staff and agencies that are involved in the review process for their comments. Review comments will be sent back to the applicant no more than 28 days after the submittal of a complete application. The applicant is responsible for addressing staff comments/redlines and submitting revised plans. Staff will respond to the re-submittal, and any subsequent reviews within a maximum of 14 days.
- 2) Board of Adjustment Hearing- After comments/redlines have been adequately addressed, a Staff Report will be prepared and the application forwarded to the Board of Adjustment for consideration. The Board of Adjustment hearings are held on the second Tuesday of each month at 6:00 p.m. at the City Hall Council Chambers, 510 E. Florence Boulevard, Casa Grande, AZ 85122.

Submittal Package

- a) Narrative description of sign plan, including location, size, height, construction, material, illumination and placement of signs.
- b) Dimensioned site plan, including the distances of all buildings from the street and the dimensions of all street fronts, include dimensions of sign area, lettering. Show site visibility triangles, locations of monument signs, and distance between monument styles signs along street frontages.
- c) Dimensioned elevations of all sides of the building.
- d) Dimensioned elevations of all detached signs.
- e) Dimension from sign to back of curb/sidewalk and right-of-way.
- f) Dimensions, height, and square footage of all existing signs or note that none exist for both freestanding & attached signs (submit picture of all existing signage).
- g) Dimensions, height, square footage, and orientation of all proposed signs.
- h) Description of advertising copy or wording to be displayed on signs.
- i) Material specifications for proposed signs including sign materials and colors.
- j) Type of illumination (if any).

Public Notice

- 1) City Staff will provide the applicant the following notification items 21 days prior to the hearing:
 - a) Sign Posting Instructions
- 2) Notice of the Paper- City staff will prepare the Notice of Public Hearing.
- 3) Sign Posting- The applicant must post a Notice of Public Hearing Sign at least fifteen (15) calendar days prior to the date of the public hearing subject to the Casa Grande Public Notice Sign Posting Instructions. (<http://www.casagrandeaz.gov/web/guest/devforms>)
- 4) Notice to Property Owners - City Staff will prepare and mail the Notice of Public Hearing.

Fees

Comprehensive Sign Plan: \$1,245

Technology Recovery Fee: 5% of review fee



COMPREHENSIVE SIGN PLAN – APPLICATION INTAKE CHECKLIST

	Applicant	Planner
1) Owner’s Authorization Form <i>(if applicant is not owner)</i> _____	□	_____
2) Project Narrative _____	□	_____
3) Comprehensive Sign Plan _____	□	_____
▪ <i>(2 copies)</i>		
4) CD Containing all Submittal Documents _____	□	_____
▪ <i>(1 CD with all documents in PDF format)</i>		
5) Application Fees _____	□	_____

****Prior to submittal the applicant is required to meet with the Project Planner to confirm the complete submittal of all required items.****

**** Note:** A Sign Permit must be applied for prior to signage installation.



COMPREHENSIVE SIGN PLAN REVIEW PROCESS

