



**PROMOTIONAL SIGN PERMIT APPLICATION**

Permit Applications may be emailed to : [dcpermits@casagrandeaz.gov](mailto:dcpermits@casagrandeaz.gov) or mailed/dropped off at the City Development Center, 510 E. Florence Blvd.

**Promotional Sign Permits are limited as follows:**

- 1) No more than four (4) permits per 12 month period per business
- 2) Promotional signs shall be limited to fourteen (14) consecutive days
- 3) A minimum of thirty (30) days shall pass between issuance of permits

**Business Name** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**APPLICANT/CONTACT INFORMATION:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email Address** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

Sign Type	Number	Size	Location (Please provide a Site Plan that indicates the location of each Promotional Sign)
Banner			
Inflatable Device			
Searchlight			
Pennants / Streamers / Flags			
Balloons			
A-Frame or portable signs			
Streamers			
Other (please describe)			

Note: A special Temporary Use Permit for outdoor sales, displays, amusement rides, tents, canopies, food vendors etc. may be needed if the promotional signs are to be used in conjunction with some type of outdoor promotional activity.

Applicants may receive clarification regarding the specific steps included in processing this application as well as information regarding any code, regulation or policy relevant to the processing of this application by contacting one of the following Planning staff members:

- Josea Cobb** – [jcobb@casagrandeaz.gov](mailto:jcobb@casagrandeaz.gov), 520-421-8630, Ext. 3270
- Yvette Granados** – [yvette\\_granados@casagrandeaz.gov](mailto:yvette_granados@casagrandeaz.gov), 520-421-8630, Ext. 3021

*I/we understand that if it is determined that the application is not complete, the City will notify me and identify in writing what is needed to make the application complete.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## **REGULATORY BILL OF RIGHTS – REVIEW TIMEFRAMES**

### ***Completeness & Substantive Review Time Frames<sup>1</sup>***

<b>Administrative Completeness Review (CR)<sup>2</sup></b>	<b>Substantive Review (SR) Stage<sup>3</sup></b>			
	<b>Review of Initial Submittal<sup>4</sup></b>	<b>Staff Decision or Review of Resubmittal<sup>5, 6</sup></b>	<b>Staff Decision based upon 2<sup>nd</sup> Resubmittal</b>	<b>Over-All Timeframe<sup>7</sup></b>
<b>2 days</b>	<b>10 days</b>	<b>10 days</b>	<b>10 days</b>	<b>22 days</b>

<sup>1</sup>All times are maximum timeframes in business days (Mon-Fri.; excluding City Holidays). Shorter review times will be accomplished where possible.

<sup>2</sup>Completeness Review timeframes are calculated from date of application submittal to date of acceptance or rejection of the application as administratively complete.

<sup>3</sup>Substantive Review timeframes are calculated from date of acceptance of application for Substantive Review, or upon receipt of re-submittal of revised plans/reports, to the date of issuance of a comprehensive review letter, or final administrative decision.

<sup>4</sup> Review of initial submittal limited to determination of compliance with ordinances, codes, regulations or policy relevant to the specific permit or project application. The review comments on the initial submittal may be amended to address code/policy requirements that City staff failed to include in the 1<sup>st</sup> comprehensive review document.

<sup>5</sup> Issuance of a review letter regarding resubmittal only allowed if applicant consents to extend review timeframe to resolve remaining code/policy compliance issues. Said extension shall not exceed 50% of the over-all timeframe.

<sup>6</sup> Review of resubmittal shall be limited to:

- a) Addressing 1<sup>st</sup> review comments that the applicant failed to adequately address in their resubmittal; or
- b) Addressing new review issues arising from modifications the applicant has made to the design and/or technical reports.

<sup>7</sup>Over-All Review timeframe is the sum of the Completeness, Initial & Resubmittal Substantive Review timeframes and does not include any time involved in review of the 2<sup>nd</sup> Resubmittal. An administrative decision will be made on the permit/project application prior to the end of the Over-All Review timeframe unless the applicant and the City agree to review of a 2<sup>nd</sup> Resubmittal.

In accordance with the Regulatory Bill of Rights (ARS 9-835) the City of Casa Grande will typically make an administrative decision on each permit application after one (1) comprehensive staff review. However, from time to time a 2<sup>nd</sup> review is necessary to resolve code/policy compliance issues associated with a permit. In accordance with ARS 9-835.I., by mutual agreement, the applicant and the City may engage in a 2<sup>nd</sup> review of an application as long as said 2<sup>nd</sup> review does not exceed the over-all time frame by 50%. The specific 1<sup>st</sup> and 2<sup>nd</sup> and over-all review timeframes for this application are provided above. Applicants may sign below, consenting to a 2<sup>nd</sup> review if necessary, within the stated prescribed timeframe. Your consent is not required at time of application submittal. Applicants who do not sign below will be contacted by City staff if a 3<sup>rd</sup> review is determined to be necessary prior to making an administrative decision on this application. Applications denied after the completion of the review cycle are eligible for re-application to address the code/policy deficiencies which were the basis for the application denial with the payment of a fee equal to 25% of original application fee amount. Said re-application shall occur within 90 days of the application denial.

I hereby consent to a 2<sup>nd</sup> review of my application, if necessary, prior to making a final administrative decision.

\_\_\_\_\_  
Applicant