



COMPREHENSIVE SIGN PLAN APPLICATION

(Electronic version available at: <http://casagrandeaz.gov/dept/planning/planning-division/devforms/>)

Request Type (Please indicate one of the following):

New Comprehensive Sign Plan

Amendment to an Existing Comprehensive Sign Plan

I. 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 AUTHORIZATION:

Signature of Property Owner Date

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:

Laura Blakeman – laurab@casagrandeaz.gov, 520-421-8630, Ext. 3010

Jim Gagliardi – jim_gagliardi@casagrandeaz.gov, 520-421-8630, Ext. 3020



Overview

In accordance with Section 606 of the Sign Code 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 a comprehensive sign plan.

Comprehensive Sign Plan applications are typically reviewed by the Board of Adjustment, unless otherwise stipulated that it is subject to Planning & Zoning Commission Review with a Planned Area Development Zoning. They are intended 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.

Pre-Application Process

Prior to the submittal of this application the applicant is required to hold a Pre-Application meeting with the Planner to review the application submittal requirements, processing steps and timelines.

Submittal Package

A Comprehensive Sign Plan must be submitted as one complete package in booklet format containing the following information:

- a. Project Narrative**
- b. The following information shall be provided regarding the proposed signs:**
 - 1) Wall Signage:
 - a. Square footage of wall signage allowed per linear foot of building elevation
 - b. Specific building elevations which are allocated wall signage
 - c. Style and color schemes for the wall signage
 - d. Lighting specifications
 - 2) Canopy & Awning Signage:
 - a. Square footage of signage allowed per linear foot of canopy or awning
 - b. Specific canopy or awning elevations which are allocated signage
 - c. Style and color schemes for the signage
 - d. Lighting specifications
 - 3) Free Standing Signage:
 - a. Number proposed
 - b. Location
 - c. Size and height
 - d. Materials, colors and style (i.e. freeway pylon, monument, low profile, etc)
 - e. Lighting specifications
 - f. Proposed landscaping adjacent to signs
 - 4) Directional, Menu Boards, etc.:
 - a. Number proposed
 - b. Location
 - c. Size and height
 - d. Materials, colors and style (i.e. freeway pylon, monument, low profile, etc)
 - e. Lighting specifications
 - f. Proposed landscaping adjacent to signs
- c. Site plan, including the following:**
 - 1) Site boundaries with dimensions
 - 2) Existing and proposed building locations
 - 3) Entrances, drive aisles and parking areas
 - 4) Existing and proposed sign locations

**Public Notice:**

- 1) Newspaper Notice- City staff will prepare the Notice of Public Hearing.
- 2) 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. City Staff will provide the applicant with sign posting instructions 21 days prior to the hearing. *Said sign must be removed from the site no later than 10 days after the last applicable public hearing. The City offers a sign removal service for a fee (if desired check the box below). For additional public notice sign posting instructions go to (<http://casagrandeaz.gov/dept/planning/planning-division/public-process/>)*
- 3) Surrounding Property Owner Notification - City Staff will prepare and mail all required notices to surrounding property owners.

Appeal Rights:

- 1) The applicant may file an appeal of the Board of Adjustment decision on a Comprehensive Sign Plan to the Superior Court within 30 days of the Board's decision.
- 2) The applicant may file an appeal of the Planning Commission's decision on a Comprehensive Sign Plan to the City Council within 10 days of the Commission's decision. Said appeal shall be placed on the next available City Council agenda and Council shall consider oral or written statements from the applicant, city staff, the public, and its own members (17.68.070.E)

Fees:

Comprehensive Sign Plan: \$1,000

Technology Recovery Fee: 5% of review fee

Public Hearing Sign Removal Fee (Optional): \$100



Over-All Review Time-Frames for Projects ^{1,7,8}

Project Classification	Administrative Completeness Review (CR) of Initial Submittal ²	Review of Initial Submittal and Staff Decision to Approve or Issue a Review Letter ^{4,8}	CR Review of Re-Submittal	Review of Resubmittal ^{5,7,8} and Staff Decision to Approve/Deny	Over-All Review Timeframe ^{6,7,8}
Comprehensive Sign Plan ⁹	5	30	5	30	70

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

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

³Substantive 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.

⁴ 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 1st comprehensive review document.

⁵ Review of resubmittal shall be limited to:

- a) Addressing 1st 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. In this case the City may issue an additional review letter addressing the new design.

⁶Over-All Review timeframe is the sum of the Completeness, Initial & Resubmittal Substantive Review timeframes.

⁷ If an applicant requests significant changes, alterations, additions or amendments to an application that are not in response to the request for corrections, the City may make **one additional comprehensive written request for corrections (i.e., review of 2nd resubmittal)**. Said additional request for correction shall not exceed 50% of the Substantive Review time frame for the specific type of permit.

⁸The Substantive Review timeframe and the Overall Review timeframe may be extended by mutual consent of the applicant and the City. Said extension shall not exceed 50% of the Over-All timeframe.

⁹Indicates that the Project will require a public hearing and Board/Commission and/or City Council approval. For these Projects the Substantive Review period ends when staff schedules the application for the public hearing and Board/Commission/City Council action.



City of Casa Grande, Planning & Development Dept., 510 E. Florence Blvd, Casa Grande, AZ 85122

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 2nd review is necessary to resolve code/policy compliance issues associated with a permit. In accordance with ARS 9-835.1., by mutual agreement, the applicant and the City may engage in a 2nd review of an application as long as said 2nd review does not exceed the over-all time frame by 50%. The specific 1st and 2nd and over-all review timeframes for this application are provided above. Applicants may sign below, consenting to a 2nd 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 2nd 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.

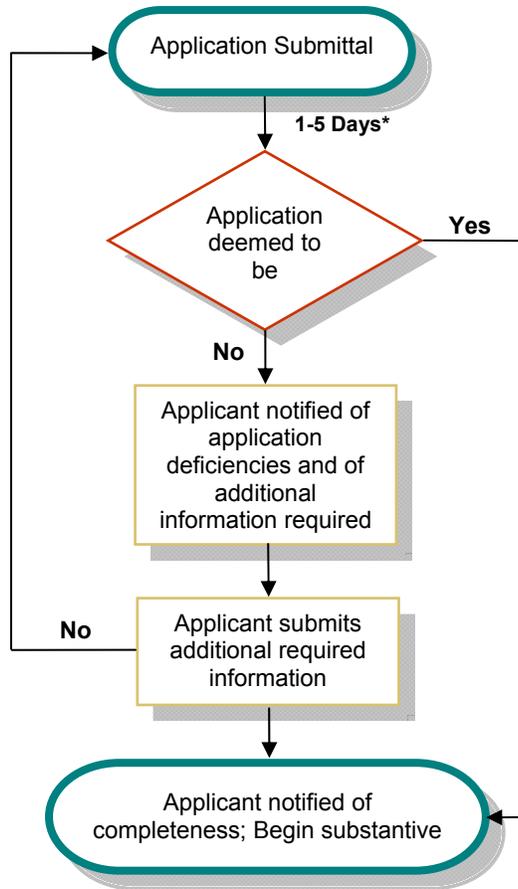
I hereby consent to an extension of the stated Substantive Review timeframe for a maximum of _____ additional days.

Applicant

Agreed to by City



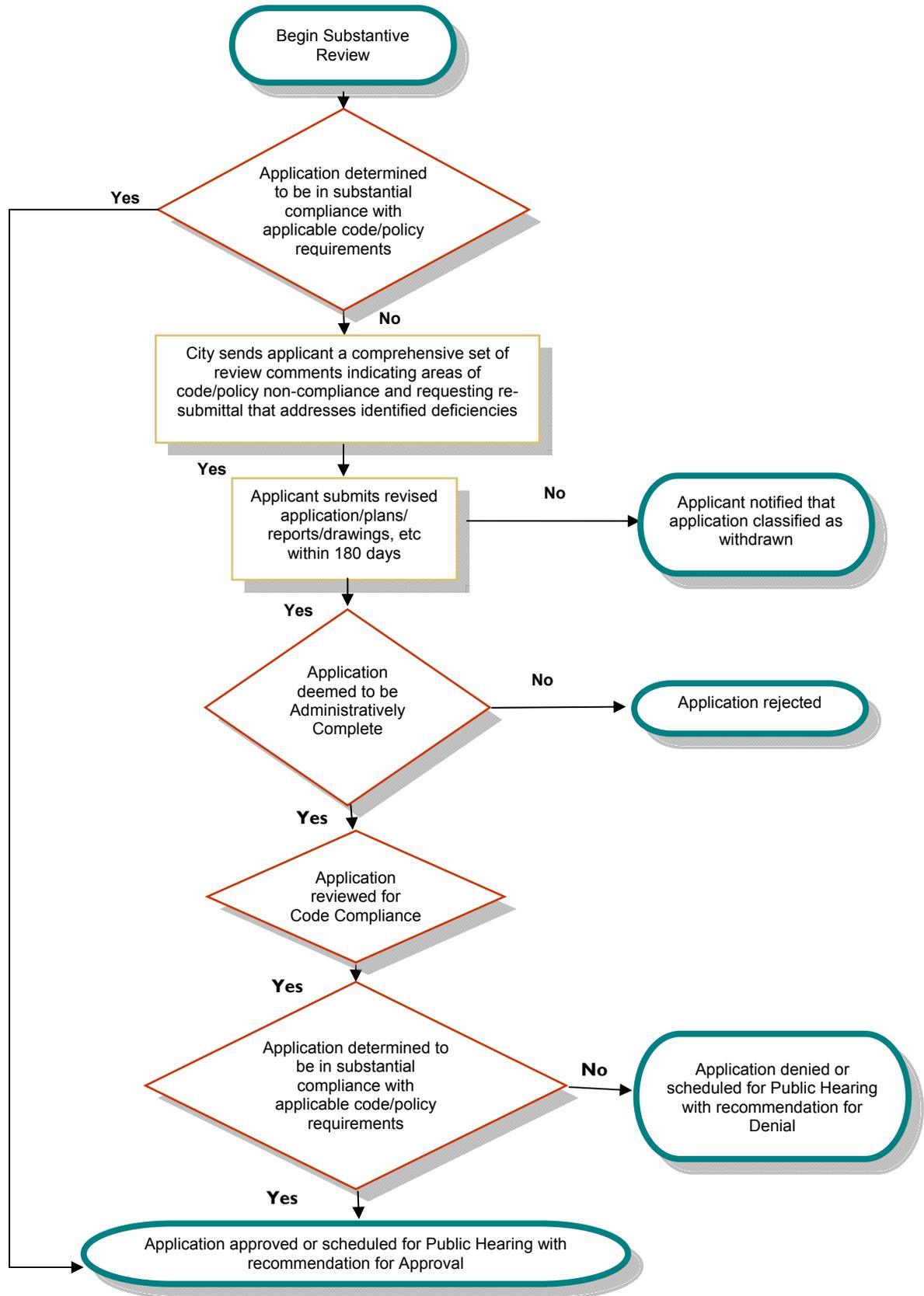
Administrative Completeness Review Process



** All time frames are listed as business days.*

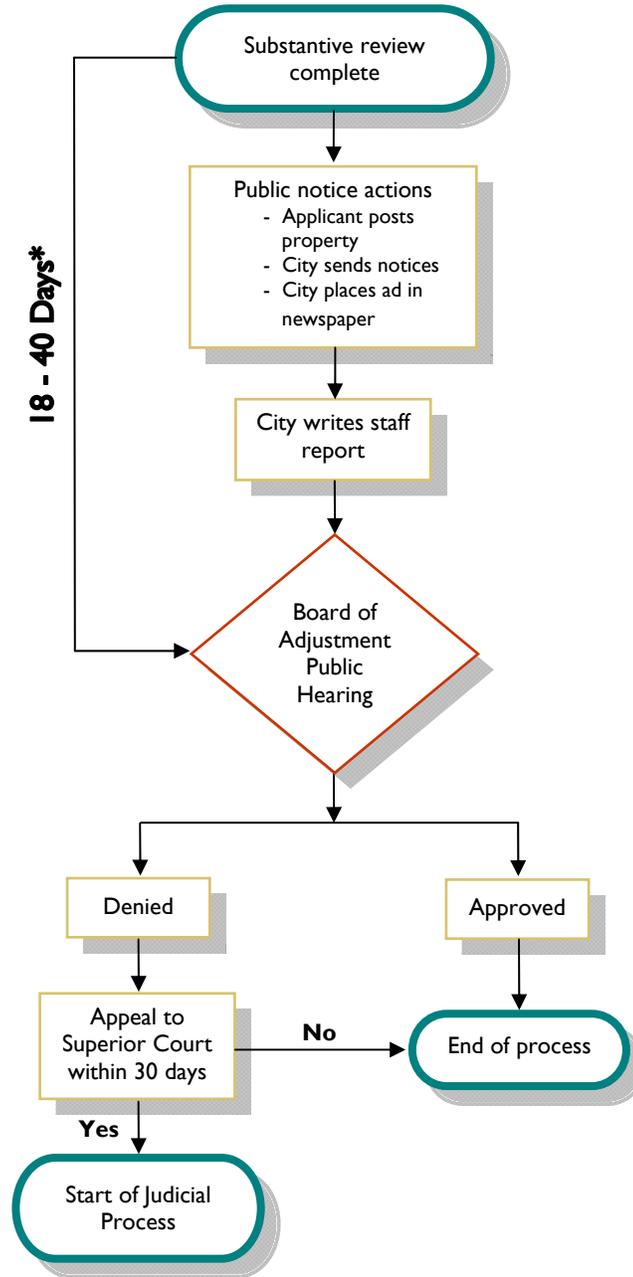


Substantive Review Process





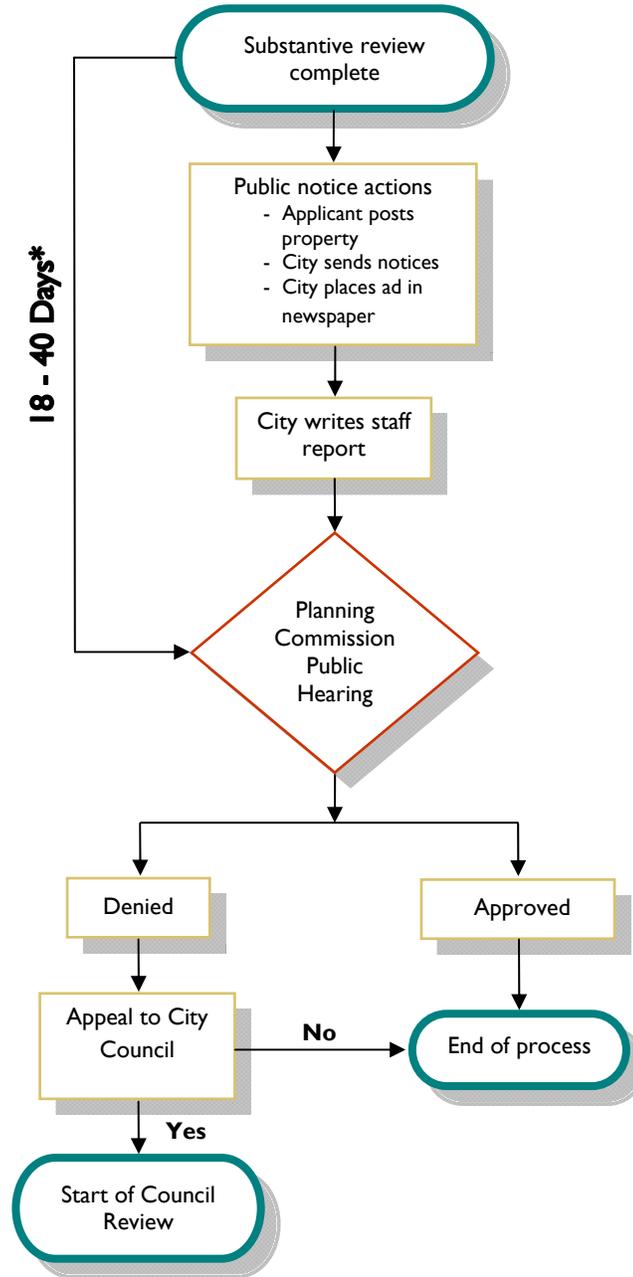
Board of Adjustment Public Hearing Process



* All times frames are listed as business days.



Planning Commission Public Hearing Process



* All times frames are listed as business days.



APPLICATION COMPLETENESS REVIEW CHECKLIST

Planner

- 1) **Comprehensive Sign Plan** _____
 - *(2 copies – (booklet)*
 - a. **Project Narrative**
 - b. **Sign Information** (see section b of submittal package)
 - c. **Site Plan**
- 2) **CD Containing all Submittal Documents** _____
 - *(1 CD with all documents in PDF format)*
- 3) **Application Fees** _____

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