

PROMOTIONAL SIGN PERMIT APPLICATION

Permit Applications may be emailed to : dcpermits2@gmail.com 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
- 4) **\$21.00 fee**

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.

*****PLEASE CHECK WITH THE CITY REGARDING ELECTRONIC SUBMITTAL AND REVIEW*****

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 our Planning staff members.

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 Frames¹

Administrative Completeness Review (CR)²	Substantive Review (SR) Stage³			
	Review of Initial Submittal⁴	Staff Decision or Review of Resubmittal^{5, 6}	Staff Decision based upon 2nd Resubmittal	Over-All Timeframe⁷
2 days	10 days	10 days	10 days	22 days

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 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.

⁶ Review of resubmittal shall be limited to:

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

⁷Over-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 2nd 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 2nd 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 2nd 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 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 3rd 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 2nd review of my application, if necessary, prior to making a final administrative decision.

Applicant