



SPECIAL EVENT SIGNAGE APPLICATION

ITEMS 1 – 5 MUST BE COMPLETED AND ACCEPTED FOR A VALID SUBMISSION

1. Special Event Sign Permit Application.
2. Property Owner/Landlord Letter of Authorization.
3. Sign Diagram showing dimension of all signs, how sign will be secured/fastened.
4. Google Map or County Aerial Diagram (Including cross streets, buildings and locations of all signs).
5. Applicable Fee (\$30 - Due at time of submission).
 - a. The sign permit number and responsible party's/applicant's name and phone number shall be clearly written on the sign. If the permit numbers or contact information becomes defaced, illegible or outdated, they shall be immediately replaced.
 - b. Special Event Sign permits are valid for a maximum of **30 days, 4 times per year**
 - c. Property owner or property manager approval is required for all special event signs.
 - d. **Advertising Flags and A-Frame Signs:**
 - i. Advertising flags and A-Frame signs must be secured to resist displacement by wind or similar disturbance.
 - ii. Advertising flags and A-Frame Signs may only be displayed when the business is open.
 - e. **Banners:**
 - i. Banners may be a maximum of 32 square feet in size. Several smaller banners may be used as long as the total size of all banners does not exceed 32 square feet.
 - ii. Banners must be securely fastened to the building or to a permanent structure attached to the building containing the business/organization obtaining the permit. They may not be mounted to trees or landscaping elements.
 - f. Any additional signage not on original application will be prohibited.
 - g. **Sign permits are required for each event, location change, or signage update.**

SIGN TYPE	# PERMITTED	MAX HEIGHT	MAX SIGN AREA
Advertising Flags	2	15 feet (including pole/hardware)	32 square feet, max. 3 feet in width
A-Frame Signs	1	3 feet	6 square feet
Banners	N/A	N/A	32 square feet



COVER SHEET FOR E-MAIL SUBMISSION

(Send to: signs@peoriaaz.gov)

BUSINESS NAME: _____

DATE OF SUBMITTAL: _____

INITIAL*

- | | | |
|-------|----|---|
| _____ | 1. | Special Event Sign Permit Application |
| _____ | 2. | Property Owner/Landlord Letter of Authorization |
| _____ | 3. | Sign Diagram showing dimension of all signs, how sign will be secured/fastened |
| _____ | 4. | Map/Aerial (Google Map or County Aerial Diagram) showing major cross streets, buildings, and locations of all signs |

Application Fee of \$30 (Due at time of submission). A sign permit number will be emailed to the applicant once the submission has been received and accepted.

Please call 623-773-7119 to pay by credit card. Once paid, email confirmation to our office to continue processing of the application.

The Special Event Sign Permit will not be considered approved until an APPROVAL LETTER has been received by the applicant.

Signed by Applicant acknowledging all the above.

** Initial each item confirming that it is included in the set. Each required item must have the corresponding item number (1, 2, 3, or 4) noted on the upper left side of the page. The sign application must to be submitted in PDF format as one document.*



Planning and Community Development Department
SPECIAL EVENT SIGN PERMIT APPLICATION

APPLICATION #: SGN17- SUBMITTAL DATE: _____ ACCEPTED BY: _____

BUSINESS/ORGANIZATION NAME:		
ADDRESS:		
SIGN TYPES (Check boxes of items to be permitted) <input type="checkbox"/> BANNER(S) Up to 32 s.f. combined total <input type="checkbox"/> A-FRAME Limit 1, 3 ft max H, 2 ft max W, 6 s.f. max <input type="checkbox"/> ADVERTISING FLAG(S) Limit 2, 15 ft max H, 3ft max W, Each not to exceed 32 s.f.		*Provide pictures or diagrams (with dimensions) of all checked items* <input type="checkbox"/> BALLOON(S) 24 in. max diameter <input type="checkbox"/> STREAMER(S) <input type="checkbox"/> PENNANT(S)
START DATE:	END DATE:	
APPLICANT:		
CONTACT PERSON:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
PHONE NUMBER:		
EMAIL ADDRESS:		
PROPERTY OWNER:		
CONTACT PERSON:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
PHONE NUMBER:		



OWNER/LANDLORD LETTER OF AUTHORIZATION

Owner / Agent Address

Location Site Address

Contact Name

Phone (& Fax)

E-mail

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I, (print) _____, as owner / agent for

(location) _____ property, give

(business name) _____ authorization to

install (type of) _____ signage at the above mentioned location.

This letter shall also serve as authorization for _____ to act as our agent when applying for the necessary municipal approvals and permits.

Date: _____

Owner / Agent: _____

Signature: _____

Legal Description / Parcel Number _____