

# SPECIAL EVENT SIGNAGE APPLICATION

May 29, 2014

## I. Special Event Signage Application Requirements

1. Application (Included)
2. Property Owner/Landlord Approval Form – one copy
3. Fees: Review & Permit Fee (Due at time of submittal) : \$30
4. Site Plan (Include cross streets, buildings, locations of signs)
5. Sign Diagram (Include dimensions of all signs, how sign will be secured/fastened)

**\*\*\*INCOMPLETE PERMIT APPLICATIONS WILL NOT BE ACCEPTED\*\*\***

## II. Additional Information

**PLEASE NOTE: SPECIAL EVENT SIGN REGULATIONS HAVE RECENTLY CHANGED**

1. Additional signage requirements may be found in Article 14-34 of the Peoria City Code. Chapter 14 of the City Code (the Zoning Ordinance) is available for purchase from the Planning & Zoning counter in the Development and Community Services Building 9875 N. 85<sup>th</sup> Avenue, Peoria, AZ 85345. The Zoning Ordinance is also available for free online at: <http://www.peoriaaz.gov/planning>.
2. Special Event Signage Requirements:

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
Balloons	N/A	Tethered at a height less than or equal to building height	Max. diameter = 24 inches. Larger balloons require an Inflatable Structure Permit.
Banners	N/A	N/A	32 square feet

- a. Special Event Sign permits are valid for a maximum of **30 days, 4 times per year**
  - b. Property owner or property manager approval is required for all special event signs.
  - c. **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.
  - d. **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.
  - e. **Balloons:** Individual balloons and balloon arches/clusters are allowed if securely fastened to a permanent structure and set back from streets and driveways a distance equal to the tether of the balloon. Individual balloons may not exceed 24 inches in diameter. Balloons larger than 24 inches in diameter will be considered inflatable structures and require a separate permit.
  - f. Any additional signage not on original application will be prohibited.
  - g. **Sign permits are required for each event, location change, or signage update.**
3. The review period is approximately 1 week. You will be notified when the permit is ready for pick-up. Payment of all fees may be made by cash, check, or credit card. Please make checks payable to: **City of Peoria.**



# PLANNING DIVISION

Planning and Community Development Department

## SPECIAL EVENT SIGN PERMIT APPLICATION

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APPLICATION #: \_\_\_\_\_ SUBMITTAL DATE: \_\_\_\_\_ ACCEPTED BY: \_\_\_\_\_

<b>BUSINESS/ORGANIZATION NAME</b>		
<b>ADDRESS</b>		
<b>SIGN TYPES</b>		
<input type="checkbox"/> <b>BANNER(S)</b> 32 s.f. max	<input type="checkbox"/> <b>BALLOON(S)</b> (24 in. diameter max.)	
<input type="checkbox"/> <b>A-FRAME</b> 1 max, 3 ft H, 6 s.f.	<input type="checkbox"/> <b>STREAMER(S)</b>	
<input type="checkbox"/> <b>ADVERTISING FLAG(S)</b> 2 max, 15 ft H 3 ft W, 32 s.f.	<input type="checkbox"/> <b>PENANT(S)</b>	
<b>INSTALLATION DATE:</b>	<b>REMOVAL DATE:</b>	
<b>APPLICANT COMPANY:</b>		
<b>ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP CODE:</b>
<b>PHONE NUMBER:</b>	<b>FAX NUMBER:</b>	
<b>EMAIL ADDRESS:</b>		
<b>CONTACT PERSON:</b>		
<b>PROPERTY OWNER:</b>		
<b>ADDRESS:</b>	<b>STATE:</b>	<b>ZIP CODE:</b>
<b>CITY:</b>		
<b>PHONE NUMBER:</b>	<b>FAX NUMBER:</b>	
<b>CONTACT PERSON:</b>		

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### SPECIAL EVENT SIGN PERMIT APPLICATION CHECK LIST

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- \_\_\_ APPLICATION
- \_\_\_ OWNERSHIP/LANDLORD APPROVAL FORM
- \_\_\_ REVIEW FEE (\$30)
- \_\_\_ SITE PLAN – (Include location of signage, buildings and 2 major cross streets)
- \_\_\_ SIGN DIAGRAM – 2 COLOR SETS (minimum 8 ½" X 11", include dimensions of all signs)

# LETTER OF AUTHORIZATION

## Owner / Agent Address

## Location Site Address

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Contact Name

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Phone (& Fax)

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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 \_\_\_\_\_