



PLANNING DIVISION
Community Development Department

SIGN PERMIT APPLICATION PROCESS GUIDE

October 2011



SIGN PERMIT APPLICATION

INTRODUCTION

The Community Development Department, Planning Division has provided the following information for applicants wishing to apply for a sign permit.

All information regarding permitted and prohibited signs can be obtained from Article 14-34 of the City of Peoria Zoning Ordinance. The Zoning Ordinance is available for purchase at the Planning Division counter for \$10.00, or may be viewed on line at www.peoriaaz.gov/planning. If there are additional questions concerning signs, please contact the Planning Division at (623) 773-7200 for details.

SIGN PERMIT APPLICATION REQUIREMENTS

****The City of Peoria will not accept incomplete Sign Permit applications***

1. Sign Permit Application Form
2. Property Owner/Landlord Letter of Authorization – one copy
3. Applicable Fee (\$30 due at time of submittal)
4. Existing Sign Survey
5. Site Plan – two sets, include curb lines, property lines and building
 - a. for building mounted wall signs, show sign location
 - b. for monument signs, show sign location as allowed by Peoria Standard Detail Visibility Triangle
 - c. for monument signs, show landscaped area
6. Sign Diagram – two color sets, include dimensions of all signs, sign cabinets and masonry based monument signs

OTHER PERTINENT INFORMATION

1. Electrical element diagram
 2. Diagram of sign attachment to fascia
 3. Business front footage
 4. Show all logos
 5. Monument signs may require engineering calculations
 6. Diagram of footings
 7. Distance from R-O-W & P.U.E.s to sign structure
 8. Height of sign above grade
 9. Distance to any other Freestanding Monument Sign (can not be within 60' of another Freestanding Monument Sign).
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FEE SCHEDULE

Review Fee

Due at time of submittal \$30

Sign Permit Fees

Due at time of pick up of approved sign permit

0 to 32 Square Feet \$70

33 to 48 Square Feet \$80

More Than 48 Square Feet \$120

(For signs requiring inspections, such as footing/electrical, an additional \$50 dollar fee will be assessed)

The review period is approximately 10 working days. You will be notified by the Planning Division when the permit is ready to be picked up. **Payment of all fees may be made by check or cash. Please make checks payable to City of Peoria.**

SIGN PERMIT APPLICATION CHECK LIST

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

\$30.00 REVIEW FEE: _____

- _____ APPLICATION
- _____ REVIEW FEE (\$30)
- _____ OWNERSHIP/LANDLORD LETTER OF AUTHORIZATION
- _____ SIGN DIAGRAM WITH OWNER/LANDLORD SIGNATURE – 1 COPY
- _____ EXISTING SIGN SURVEY
- _____ SITE PLAN – 2 SETS (minimum 8 ½” x 11”)
- _____ SIGN DIAGRAM – 2 COLOR SETS (minimum 8 ½” x 11”)
- _____ Contractor Information (including Tax & License numbers)
- _____ Check for Tenant Improvement/Building plans submitted.

Freestanding Monument Sign

- _____ Footing Detail (if over 6’8”)
- _____ Site Plan noting distance to other Freestanding Monument Sign (Minimum 60’)
 - As well as distance from streets.
- _____ Visibility Triangle Detail
- _____ Electrical Detail (if Applicable)

Building Mounted Wall Sign

- _____ Electrical Detail (if Applicable)
 - _____ Building Square Footage and Front Footage on Application and Site Plan.
-

EXISTING SIGN SURVEY

Existing Sign Survey for _____
(Project Name)

Address, Parcel # or General Location _____
(ie: SEC 75th & Happy Valley)

I, _____ of _____
(your name) (company name)

herby certify that I have conducted a site inspection of the above listed development and certify that the following signs exist on the development site as of the date indicated below.

List only **existing** signs, not signs proposed by this application. List all signs below:

Sign Type	Size (Dimension)	Location
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

_____ No Signs Exist on Premise

I understand that the permit applied for herein may be revoked and the signs erected in conjunction with this permit may be required to be removed in the event the information contained hereon is inaccurate.

SIGNATURE

COMPANY NAME

DATE



CITY OF PEORIA

SIGN PERMIT APPLICATION

APPLICATION #: _____ SUBMITTAL DATE: _____ FEES: _____
ACCEPTED BY: _____

PARCEL NUMBER(S):		EXISTING ZONING:	
DEVELOPMENT/PROJECT NAME:			
ADDRESS/LOCATION:			
BUILDING SQUARE FOOTAGE:		LINEAR FRONT FOOTAGE:	
SIGN TYPE:			
<input type="checkbox"/> Building Mounted Wall <input type="checkbox"/> Freestanding Monument <input type="checkbox"/> Other _____			
<input type="checkbox"/> Illuminated <input type="checkbox"/> Non - Illuminated <input type="checkbox"/> Illuminated <input type="checkbox"/> Non - Illuminated			
<input type="checkbox"/> Footing (to match ASA Standards)			
APPLICANT:			
ADDRESS:			
CITY:		STATE:	ZIP CODE:
PHONE NUMBER:		FAX NUMBER:	
CONTACT PERSON:		E-MAIL:	
PROPERTY OWNER:			
ADDRESS:			
CITY:		STATE:	ZIP CODE:
PHONE NUMBER:		FAX NUMBER:	
CONTACT PERSON:		E-MAIL:	
CONTRACTOR:			
ADDRESS:			
CITY:		STATE:	ZIP CODE:
***PEORIA SALES TAX NUMBER:		***STATE TAX NUMBER:	
***CONTRACTOR LICENSE NUMBER:		PHONE NUMBER:	
CONTACT PERSON:		E-MAIL:	
AGENT/OWNER/LANDLORD SIGNATURE:			DATE:

LETTER OF AUTHORIZATION

Owner / Agent Address

Location Site Address

Contact Name

Phone (& Fax)

E-mail

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: _____

Legal Description / Parcel Number _____