

SPECIAL EVENT SIGNAGE APPLICATION

March 26, 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. 85th Avenue, Peoria, AZ 85345. The Zoning Ordinance is also available for free online at: <http://www.peoriaaz.gov/planning>.
2. Special Event Signage Requirements (valid until June 30, 2014):

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

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

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

SPECIAL EVENT SIGN PERMIT APPLICATION CHECK LIST

- ___ 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)