

SPECIAL EVENT SIGNAGE APPLICATION

May 2009

I. Special Event Signage Application Requirements

1. Application (Included)
2. Fees:

Review & Permit Fee (Due at time of submittal)	\$30
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*****INCOMPLETE PERMIT APPLICATIONS WILL NOT BE ACCEPTED*****

II. Other Pertinent Information

1. Information on other temporary, permanent, or prohibited signage 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 (\$10) 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>.

PLEASE NOTE: SPECIAL EVENT SIGN REGULATIONS HAVE RECENTLY CHANGED

2. Special Event Signage Requirements (*valid until April 1, 2011*):
 - a. Limited to 24 square feet (maximum).
 - b. Allowed **2** times per year for a maximum of **60** consecutive days.
 - c. Minimum of **60** days must pass between each special event.
 - d. Banner must include wind cuts and be securely fastened to a building or permanent structure. It may not be mounted to trees or landscaping elements.
 - e. 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.
 - f. Any additional signage not on original application will be prohibited.
 - g. **Sign permits are required for each event, location change, or signage update.**

• 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 & ZONING DIVISION

COMMUNITY DEVELOPMENT DEPARTMENT



PLANNING DIVISION
Community Development Department
SPECIAL EVENT SIGNAGE

Permit Number:	Submittal Date:	
Business Name:		
Business Address/Location:		
Draw location of signage (Site Plan) in the space provided below (Include location of signage, buildings and 2 major cross streets):		
Draw picture of signage in the space below (Include size, color, wording/logo and how banners will be attached to structures):		
Installation Date:	Removal Date:	
Applicant Contact Name:		
Address:		
City:	State:	Zip:
Phone:	Fax:	Email:
Applicant Signature:	Date:	