



CASE NO. _____
Accepted by: _____
Date: _____
Acct #: _____
Fees: _____
Staff Use Only

## COMPREHENSIVE SIGN PLAN APPLICATION

(Incomplete applications will not be accepted)

<b>PROPERTY INFORMATION</b>			
DEVELOPMENT/PROJECT NAME:		PARCEL NUMBER(S):	
ADDRESS OR DESCRIPTIVE LOCATION:		GROSS AREA (ACRE/SQ. FT.):	
		NET AREA (ACRE/SQ. FT.):	
CURRENT ZONING:	CURRENT GENERAL PLAN DESIGNATION:		
CURRENT USE:			
<b>PROJECT INFORMATION</b>			
PROJECT DESCRIPTION (TO INCLUDE ALL PROPOSED CHANGES TO SITE):			
RELATED CASES:			
<b>APPLICANT INFORMATION (Single point of contact)</b>		<b>PROPERTY OWNER INFORMATION</b>	
NAME:	NAME:		
ADDRESS:	ADDRESS:		
CITY, ST, ZIP:	CITY, ST, ZIP:		
PHONE NUMBER:	PHONE NUMBER:		
EMAIL:	EMAIL:		
<b>APPLICATION FEES (STAFF ONLY)</b>			
BASE FEE:	Comprehensive Sign Package	\$3,900	
BASE FEE:	Comprehensive Sign Package – Amendment of Planning and Council approval	\$3,300	
BASE FEE:	Comprehensive Sign Package – Administrative approval	\$1,800	
Review times in accordance with <a href="#">SB 1598 Policy</a>		BASE FEE SUBTOTAL	\$
		<b>TOTAL AMOUNT DUE</b>	<b>\$</b>

I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I, THE UNDERSIGNED OWNER, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT AND CONSENT TO THIS APPLICATION.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### Development Services Department

11465 W. Civic Center Drive, Avondale, AZ 85323 • Phone (623) 333-4000 • [www.AvondaleAZ.gov/Developmentservices](http://www.AvondaleAZ.gov/Developmentservices)

Per A.R.S. § 9-495, an employee able to provide additional information is available at 623-333-4000 and [EmailDevelopmentServices@avondaleaz.gov](mailto:EmailDevelopmentServices@avondaleaz.gov). All inquiries will receive a response within five business days.

- Completed application with both the applicant's and owner's original signatures.
- Completed Property Owner Authorization form with owner's original signature.
- Project Narrative- The narrative will need to identify common themes, as well as a limited set of colors, materials, illumination methods, and fonts which complement the proposed building architecture. Written sign standards and requirements, addressing items including but not limited to: temporary signage, window signage, and prohibited signage will also need to be included. Written standards and requirements shall meet or exceed equivalent Zoning Ordinance standards and requirements. The narrative will need to explain how the proposal meets City requirements for continuity and design, as well as identify and justify any requested deviations from the density, height, sign area, and separation distance of the signs.
- Site Plan identifying the location of all freestanding signs associated with the project. – 11" x 17" and drawn to scale
- Color Building Elevations denoting areas designated for wall mounted signage. – 11" x 17" and drawn to scale
- Final elevations/details, in color, showing the dimensions, materials, colors, design, method of illumination, and ground plane treatment (i.e. landscape) for all proposed freestanding signage.
- Typical elevations/details, in color, showing the materials, colors, fonts, method of mounting, and method of illumination for a typical wall mounted sign. If multiple letter types are proposed, the sign plan shall include a detail for all proposed types.
- Each item on the checklist is to be submitted digitally online.
- Other: \_\_\_\_\_

**I acknowledge that the following items are required for the processing of my application with the City of Avondale Development Services Department. I understand that the application will be not accepted without the following items and that the City of Avondale reserves the right to request additional information supplementary to this list.**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**If you have any questions regarding items on this checklist, please contact your project planner.**

