



# Sign Permit Application

City of Show Low  
180 N. 9<sup>th</sup> Street  
Show Low, AZ 85901  
Phone: (928) 532-4040  
Fax: (928) 532-4059

### For Office Use Only

Sign Permit #: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Time Received: \_\_\_\_\_  
Plan Review: Standard/Non-Standard

*(Section 15-1-45 of the City of Show Low Zoning Ordinance)*

**IMPORTANT NOTICE:** Please complete this application after a review of the above referenced section of the Zoning Ordinance. Incomplete applications will not be considered received and may delay consideration of a sign application by the City of Show Low Planning and Zoning Department. If you have questions regarding this process and/or its requirements please contact the Planning and Zoning Department at (928) 532-4040.

### Property Information

Property Address: \_\_\_\_\_ Assessor's Parcel # (A.P.N.): \_\_\_\_\_  
Name of Business: \_\_\_\_\_ Business Phone #: \_\_\_\_\_  
Business e-mail: \_\_\_\_\_ Show Low Business License #: \_\_\_\_\_  
Business Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Proposal *(Please provide a brief description of the number, type, and location of signs.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Owner Information

Name of Owner: \_\_\_\_\_ Owner Phone #: \_\_\_\_\_  
Owner e-mail: \_\_\_\_\_ Owner Fax#: \_\_\_\_\_  
Owner Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Applicant Information *(if different than property owner)*

Name of Applicant: \_\_\_\_\_ Applicant Phone #: \_\_\_\_\_  
Applicant e-mail: \_\_\_\_\_ Applicant Fax#: \_\_\_\_\_  
Applicant Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Contractor Information *(REQUIRED)*

Name of Contractor: \_\_\_\_\_ Contractor Phone #: \_\_\_\_\_  
Contractor e-mail: \_\_\_\_\_ Contractor Fax#: \_\_\_\_\_  
AZ Contractor's License #: \_\_\_\_\_ Show Low Business License #: \_\_\_\_\_  
Contractor Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Certification

I hereby certify that I am the property owner/applicant and have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

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

Property Owner: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**-THE BACKPAGE OF THIS APPLICATION OUTLINES ALL NECESSARY SUBMITTAL REQUIREMENTS. IN ORDER TO AVOID DELAYS PLEASE ENSURE THAT THE APPLICATION IS COMPLETE!-**

## Submittal Checklist

The purpose of this checklist is to serve as a guide when submitting a sign permit and is not all inclusive. Additional information may be required in order to evaluate the sign proposal if deemed necessary by the Planning and Zoning Director. Should there be any questions regarding what is required of a submittal please contact City of Show Low Planning and Zoning staff at (928) 532-4040. The standard review period for a complete sign permit submittal is ten (10) business days.

***-In order to avoid delays please ensure that your submittal is complete!-***

- Sign Permit application and fee (fees are not required to be submitted with the application, but are required to be paid prior to permit issuance.) The following fees shall be collected for each sign in the application (per City of Show Low Resolution Nos. 824 and R2015-01);
  - Twenty (20) square feet and under \$20.00
  - Twenty-one (21) square feet to forty (40) square feet \$40.00
  - Forty-one (41) square feet and greater \$60.00
  - Portable signs (such as A-frames or sandwich board signs) \$200.00\*

\*Yearly fee- Must be renewed at the beginning of each calendar year.
  
- Two (2) copies of a site plan of sufficient detail to allow consideration of proposed sign(s) including;
  - A sketch showing size, height, and shape of signs.
  - Location of all adjacent streets and public right-of-ways.
  - Setbacks of signs to property lines, easements and existing or proposed buildings.
  - Any existing or planned landscaping.
  - Any existing signs including, but not limited to; relationship of new signage to existing signage and square footage of existing signage to remain or be removed.
  
- Two (2) copies of the following;
  - Drawings of the exact dimensions of proposed sign(s).
  - Measurement of the lineal frontage of the building or suite.
  - Calculation of allowable sign area per City Code.
  - Dimensioned drawings indicating the proposed placement of ALL signs on building(s) and/or the site.
  - Location, size and type of ALL existing on-site signage to remain or be removed.
  - Description of materials used, method of mounting, and method of lighting if applicable.
  - If a freestanding or monument sign, please include footing details and engineering.