



TEMPORARY SIGN PERMIT

PROCESS GUIDE & APPLICATION

City of Buckeye
Development Services Department
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APPLICATION PROCEDURES TEMPORARY SIGN PERMIT

PROGRAM ADOPTION DATE:

September 20, 2011

PROGRAM SUNSET DATE:

December 31, 2014

The following information is provided to assist in the preparation and submittal of an application for a Temporary Sign Permit in the City of Buckeye. The application will be reviewed and final action will be taken by the Planning Manager.

1. *Application Filing* – For an application to be accepted, the applicant must provide all of the required information described on the submittal checklist at the time of formal submittal. It shall be the responsibility of the applicant to ensure the accuracy and completeness of the request. Applications received after 4:00 p.m. will be processed the next business day. Incomplete applications will NOT be accepted.
2. *Staff Review* – Once a complete application is received and processed, the submitted information will be assigned to a Planner and routed to appropriate City staff for review/comment. If there are comments from City staff after this review, the Planner collects and consolidates the comments, which are then returned to the applicant.

The applicant is then responsible for addressing the comments and submitting revised plans. Upon resubmittal, the staff review process will begin again albeit at an expedited pace. In some cases, it is necessary to have several resubmittals before moving the request forward in the process.

3. *Planning Manager Review* – The Planning Manager, taking into consideration staff recommendation, will approve, approve with modifications and/or stipulations, or deny the request.

Upon approval, a Temporary Sign Permit sticker will be issued for each approved temporary sign. The permit sticker must be displayed on the sign in a visible location at all times.

SUBMITTAL CONTENT REQUIREMENTS

1. **Application**

Complete and signed Temporary Sign Permit Application.

If the application is for an Off-site A-frame Sign, a letter from the property owner of record for the property where the sign is proposed to be located must be submitted along with the application.

2. **Structural Drawing(s)**

A diagram showing how the sign(s) is/are securely anchored on-site or attached to the building.

3. **Sign Drawing(s)**

A diagram, drawing, or depiction of the temporary sign copy.

4. **Site Exhibits**

Freestanding: A site plan identifying the location of the current and proposed freestanding signage on-site.

Attached: An elevation (photo or drawing) showing the location of the current and proposed attached signage.

Off-site A-frame: A site plan depicting the location of the Off-site A-frame sign.

5. **Business License**

Proof of a valid City of Buckeye Business License.

6. **Additional Material**

Any additional items/materials requested to be submitted by the Planning Manager.

Temporary Sign Permit Submittal Checklist

(Please provide original list with formal submittal)

<u>REQUIRED MATERIALS</u>	Applicant Checklist	Staff Verification
Application.....	<input type="checkbox"/>	<input type="checkbox"/>
Structural Drawings.....	<input type="checkbox"/>	<input type="checkbox"/>
Sign Drawings.....	<input type="checkbox"/>	<input type="checkbox"/>
Site Exhibits.....	<input type="checkbox"/>	<input type="checkbox"/>
Business License.....	<input type="checkbox"/>	<input type="checkbox"/>
Additional Material.....		
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>



**CITY OF BUCKEYE
TEMPORARY SIGN PERMIT APPLICATION**

**TEMPORARY SIGN PERMIT
Revised November 2014**

OFFICIAL USE ONLY

DATE: _____

PERMIT #: _____

PROJECT ADDRESS:

APN:

APPLIANT:

NAME:

PHONE:

FAX:

OWNER:

NAME:

PHONE:

FAX:

ADDRESS:

CITY/STATE/ZIP

BUSINESS:

NAME:

PHONE:

CITY LICENSE NUMBER:

ADDRESS:

CITY/STATE/ZIP

DESCRIPTION OF SIGN(S):

I AGREE THAT ALL WORK WILL BE PERFORMED IN ACCORDANCE WITH THE CITY OF BUCKEYE DEVELOPMENT CODE.

OWNER/AGENT SIGNATURE: