



TEMPORARY SIGN PERMIT (TSP)

PROCESS GUIDE & APPLICATION

City of Buckeye
Development Services Department
530 East Monroe Avenue
Buckeye, Arizona 85326

Phone: 623.349.6211

Fax: 623.349.6222

www.buckeyeaz.gov

SUBMITTAL CONTENT REQUIREMENTS

Important Information:

- **The City of Buckeye now accepts all submittals/resubmittals and payments electronically. Please follow process on the Planning and Zoning Webpage. Resubmittals can be directed to your assigned planner rather than to the general submittal contact.**
- Temporary Signs on private property is specified in Section 5.11.5 of the Development Code. A Temporary Sign Permit (TSP) is required and must be located on site and is limited to 30 consecutive days within a 6 month period.
- The TSP is a use allowance only, a separate Building Permit may be required for a temporary sign. Please contact the Permit Center at 623-349-6200 or permitcenter@buckeyeaz.gov for more information.
- Per the Downtown Zoning Overlay specified in Section 5.12.5 of the Development Code, A-frame signage is allowed to be set out adjacent to the business on the side walk only within business hours. No TSP is required.

Temporary Sign Permit Submittal Checklist

<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"/>



City of Buckeye
Planning and Zoning
Project Application

DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY

Date: Planner: Case No:

PROPERTY INFORMATION:

Project Name: Associated Cases:
Project Address/Location:
Current Zoning District: Parcel Number(s): Quarter Section:
Request:

CASE TYPE:

- Other: Land Division Preliminary Plat
General Plan Amendment Temporary Use Permit Final Plat / Replat
Site Plan Community Master Plan Rezoning
Conditional Use Permit Final Landscape Plan Variance

IMPORTANT NOTE ABOUT PROJECT CONTACT:

The property owner may designate an agent as the coordinator for the project. This person (the applicant) will receive any technical comments and decision letters and will communicate all case information to other parties as required. All contact for this project will be made through the applicant listed below.

CONTACT INFORMATION:

Applicant/Owner Authorized Agent Contact:
Company:
E-mail: Phone: Fax:
Address: City: State: Zip:

OWNER INFORMATION:

Company:
E-mail:
Phone: Fax:
Address: City: State: Zip:

PROPERTY OWNER AUTHORIZATION

I (property owner) authorize (owner's Agent)
To file this application on matters related to this request with the City of Buckeye. By signing this form as the property owner, I hereby agree to abide by any and all stipulations that may be assigned by the City of Buckeye as part of any approval of this request.

Owner Signature Date

Development Services Department

530 East Monroe Ave, Buckeye AZ 85326 Phone 623.349.6211 Fax 623.349.6222