



TEMPORARY SIGN PERMIT (TSP)

PROCESS GUIDE & APPLICATION

City of Buckeye
Development Services Department
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SUBMITTAL CONTENT REQUIREMENTS

1. **Application** - (Complete and signed application)
2. **Structural Drawings** – A diagram showing how the sign/s is/are securely anchored on-site or attached to a building.
3. **Sign Drawings** – A diagram, drawing, or depiction of the temporary sign.
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**

Temporary Use Permit Submittal Checklist

<u>REQUIRED MATERIALS</u>	Applicant Checklist	Staff Verification
Application – 2 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
Structural Drawings – 2 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
Sign Drawings – 2 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
Site Exhibits - 2 copies	<input type="checkbox"/>	<input type="checkbox"/>
Business License	<input type="checkbox"/>	<input type="checkbox"/>

