

## Development Plan Review Sign Application

**DESCRIPTION OF ITEMS:** The items identified on the Planning Application form/checklist appear below, with a more detailed description. NOTE: Font size for all notes on 8 1/2" x 11" reductions must be **at least 6 point**. Drawings shall use black, continuous lines and bear the mark of the registrant responsible for the documents. Drawings shall be un-bound and un-mounted.

**Project Submittal Form:** The required project and applicant information on this form must be completed, signed by the applicant, and submitted with all other required items listed on the Planning Application / Checklist.

**Letter of Explanation:** The letter, signed by the applicant or representative, must provide a brief statement, on 8 1/2" x 11" sheet of paper, identifying the project goals and objectives, primary design criteria, and design concepts.

**Signed Application Form:** The required property owner business owner and applicant information on this form must be completed, signed by the property owner and the applicant.

**Sign Drawings:** Sign drawings with the following items must be submitted.

- Two copies (one in color)
- One 8 1/2" x 11" matte finish PMT (or original laser print) with minimum 6 point font.  
NOTE: All documents shall have black continuous lines on a white background which provide a crisp clean image when copied.
- Drawings must be to scale and indicate the following for each sign proposed:
  - Exact lettering styles to be used
  - All sign copy
  - True sign colors
  - Method of illumination
  - Number of sign faces
  - Method of attachment
  - Height of sign
  - Dimensions of sign
  - Sign area
  - Sign materials
  - Accurate building elevation showing where sign(s) will be located on the building

**Floor Plans:** 8.5" x 11" Schematic drawings of each floor of each building in a black line format showing all dimensions.

### Site Plan:

Drawings must be to scale and indicate the following:

- A black line plan with site data showing the proposed configuration for buildings, parking, walkways and landscaped areas on the property as well as the location of the proposed sign(s).

### Fees:

Sign Package	\$366.00
Separate Signs	\$366.00



**COMMUNITY DEVELOPMENT – PLANNING**  
**Planning Application Form / Checklist**



REQUIRED*	PROPERTY OWNER INFORMATION			
BUSINESS NAME:				
CONTACT NAME:				
ADDRESS:				
CITY:	STATE:	ZIP:		
PHONE:				
FAX:				
EMAIL:				

If Property Owner identified above is not representing this case or is not the applicant identified on the Project Submittal Form, the Property Owner(s) is **required** to sign the authorization statement below or submit a written statement authorizing the applicant to file the request(s).

**PROPERTY OWNER AUTHORIZATION**

I hereby authorize \_\_\_\_\_ (applicant business name/contact name)  
to process this application with the City of Tempe

\_\_\_\_\_  
Property Owner's Signature

Required if Property Owner is different than Business Owner	BUSINESS OWNER INFORMATION			
BUSINESS NAME:				
CONTACT NAME:				
ADDRESS:				
CITY:	STATE:	ZIP:		
PHONE:				
FAX:				
EMAIL:				

Required if Business Owner is different than Applicant	APPLICANT INFORMATION			
BUSINESS NAME:				
CONTACT NAME:				
ADDRESS:				
CITY:	STATE:	ZIP:		
PHONE:				
FAX:				
EMAIL:				

REQUIRED SIGNATURE	
I, _____, agree that all items required for formal submittal as noted on page 1 have been submitted and is complete. If the submittal is incomplete in any respect, I understand there will be a delay in processing.	_____ Applicant Signature <span style="float: right;">Date</span>