

ONLINE WAY FINDING SIGN PERMIT ACKNOWLEDGEMENT:

Pursuant of online sign permit submittal, review and accept the payment and code requirements as outlined.

Payment of Sign Permit

Payment of Way Finding sign permit **MUST BE MADE IN PERSON** at the City of Tempe, Community Development office – 31 E. 5th Street, Garden Level, Tempe, AZ 85281 **WITHIN FIVE (5) BUSINESS DAYS** from submittal of this application to validate such permit.

Zoning and Development Code (ZDC), Section 4-905

RESTRICTIONS: Upright signs are permitted in the CC District, located within the Downtown Tempe Community boundaries only. Upright signs or A-frame signs are permitted in all other commercial zoning districts including the RCC district, mixed-use districts and industrial districts.

Location: Way-finding signs shall not be affixed or otherwise attached to objects including but not limited to light poles, trees, traffic signals, benches, street signs, fencing or bike racks, and shall be subject to the following regulations:

1. Signs must allow for a minimum three (3) foot wide clear pedestrian pathway to and from all building entrances and exits, except in the CC zoning district a minimum six (6) foot wide clear pathway is required.
2. Signs for individual ground floor businesses shall be located within three (3) feet of the building frontage and within ten (10) feet of the business entry. Businesses above the ground floor shall locate signs within ten (10) feet of a stairway or elevator. Alternate locations may be accepted within designated areas; and,
3. Signs for courtyard entries shall be limited to one (1) sign for all businesses located within the courtyard, utilizing the same common entry. Signs shall be located within ten (10) feet of the courtyard entrance.

Size: Upright signs shall be a maximum of eight (8) square feet in area, five (5) feet in height and shall not exceed two (2) feet in width. A-frame signs shall be a maximum of six (6) square feet in area and a maximum three (3) feet in height.

Design: Upright signs shall have a compatible design, constructed of durable materials with a substantial base, and colors that compliment the existing allowable signage for the business. A-frame signs shall be constructed of durable materials.

Miscellaneous:

1. GENERAL.
 - a. Way-finding signs shall not be counted in the total aggregate allowable sign area for the business;
 - b. Signs shall not be illuminated
 - c. One (1) sign is allowed per business
 - d. Signs shall only be displayed during normal hours of operation
2. CC DISTRICT.
 - a. No sign can be displayed without authorization of both the property owner and permitted by the Downtown Tempe Community (or a future subsidiary);
 - b. If sign is located in the public right-of-way, an encroachment permit is required, subject to review by the Public Works Department

Failure to comply

Failure to meet code requirements will invalidate this Way Finding sign permit and is subject to the City of Tempe Code Violation process.

By typing my initials, I accept the terms and conditions of this sign permit as outlined above.