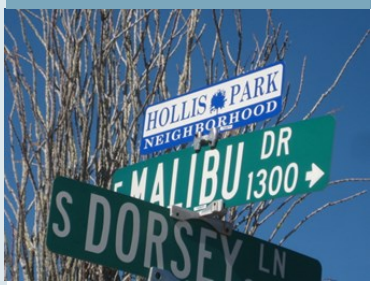
Signage Guidelines

Neighborhood grants for entry signage and accompanying landscaping or planters must be processed through Community Development and are subject to existing codes and review processes. It is crucial that you consult with planning staff prior to developing detailed plans to ensure you understand the requirements before you invest your time and effort. Staff will direct you to resources to assist in the preparation of your application.

All projects need a **scale drawing** of the project area, with all **dimensions noted,** that include what is currently in place, what (if anything) will be removed, and what will be added:

- Existing sign (if applicable), trees, shrubs, walls, plants, curbs, utility boxes, planters, etc.
- Proposed plan of the area surrounding the sign noting sight distance lines and any trees or plants, using symbols that indicate size, variety
- Elevations (black line drawings) for the proposed sign and any adjacent walls, planters.
- If lighting is included, include lighting plans, light fixture schedules, fixture cut sheets, bulb type and proposed source of electrical feed.
- In addition to this plan, it is helpful to submit an aerial image of the project area (such as a Google map with satellite image turned on)

Neighborhood ID Signs



Neighborhood ID signs are a simple grant. Contact Neighborhood Services for details.

480-350-8234

Process:

1. Call/meet with Dean to discuss project
2. Submit Project Submittal Form along with plan (that includes the above) for Preliminary Site Plan review– as soon as possible - to allow for revisions that might impact bids
3. Staff will return plan with comments for revisions
4. Applicant makes revisions and submits with neighborhood grant application by deadline

Contact for signage projects:
Dean_Miller@tempe.gov, 480-350-8435