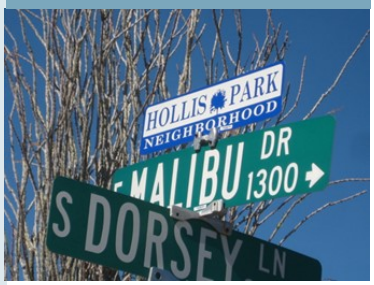
Signage Guidelines

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 the scale drawing 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 Mike to discuss project*
2. *Submit Project Submittal Form along with plan (that includes the above bulleted criteria) 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:
Mike_Scarpitta@tempe.gov, 480-350-8435