



# City of Flagstaff

# Community Development Division

211 W. Aspen Ave  
Flagstaff, AZ 86001  
[www.flagstaff.az.gov](http://www.flagstaff.az.gov)

P: (928) 213-2601  
F: (928) 213-2609



|                                  |                 |  |                  |               |
|----------------------------------|-----------------|--|------------------|---------------|
| Date Received                    |                 | <b>Application for Permanent Sign Permit</b>   |                  | Permit Number |
| Site Address (including suite #) |                 |  | City, State, Zip |               |
| Business Name                    |                 | Business Owner Name  |                  | Parcel #      |
| Local Contact or Manager Name    |                 | City License #   |                  |               |
| Phone                            |                 | Shopping Center/Building Name  |                  |               |
| Business Mailing Address         |                 | City, State, Zip   |                  | E-mail        |
| Total Valuation of Sign(s)<br>\$ | Zoning District | Multiple (3 or more) Tenant Development or Shopping Center<br><input type="checkbox"/> Yes <input type="checkbox"/> No |                  |               |

Contact the local Registrar of Contractors Office (928) 526-2325, regarding licensed contractor requirements. If you are using a licensed General Contractor and/or subcontractors, you must provide that information prior to the permit being issued.

|                             |                                      |                  |
|-----------------------------|--------------------------------------|------------------|
| Sign Contractor/Vendor Name | Address                              | City, State, Zip |
| Contact E-mail Address      |                                      |                  |
| Contact Name                | Phone                                |                  |
| Contractor's License #      | City of Flagstaff Business License # |                  |

Type of Sign:

|   |                                    |  |  |  |                                    |   |   |                                     |                                       |   |                                    |                                 |
|---|------------------------------------|--|--|--|------------------------------------|---|---|-------------------------------------|---------------------------------------|---|------------------------------------|---------------------------------|
| <input type="checkbox"/> Only Change of an Existing Sign Face | <input type="checkbox"/> Accessory | <input type="checkbox"/> Awning/Canopy | <input type="checkbox"/> Building Mounted <sup>1</sup> | <input type="checkbox"/> Changeable Copy | <input type="checkbox"/> Directory | <input type="checkbox"/> *Freestanding <sup>2</sup> | <input type="checkbox"/> Landscape Wall | <input type="checkbox"/> Projecting | <input type="checkbox"/> Roof Mounted | <input type="checkbox"/> Service Island | <input type="checkbox"/> Suspended | <input type="checkbox"/> Window |
|---|------------------------------------|--|--|--|------------------------------------|---|---|-------------------------------------|---------------------------------------|---|------------------------------------|---------------------------------|

<sup>1</sup> Total wall length of building or business on primary frontage: \_\_\_\_\_ Sign Height Above Grade: \_\_\_\_\_

<sup>2</sup> Total length of primary street frontage: \_\_\_\_\_ Sign Material: \_\_\_\_\_

Sign Face Dimensions: Height \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_ Background Color: \_\_\_\_\_

Type of Illumination:  None  Incandescent  Florescent  Neon  Other (specify): \_\_\_\_\_

Lighting Zone and Time Limitation:  Zone 1 (9:00 PM)  Zone 2 (11: 00 PM)  Zone 3 (11:00 PM)

Yes  No Is this property located in an existing Local/National Historic District?  
If yes, Historic Preservation Application fee must accompany this submittal in addition to the sign permit fee.

Additional information to describe the proposed sign(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please see the reverse side of this form for submittal requirements and other notes.**

\_\_\_\_\_ (Initials) I hereby certify that the information set forth on this form is complete and accurate and do hereby agree to comply with all applicable codes of the City of Flagstaff and the State of Arizona and with any conditions attached hereto, and request that all pertinent City personnel access my property at any time deemed necessary to inspect work being done relating to this permit.

▪ \* Note: A separate building permit is required for all freestanding monument signs.

Applicant Signature: \_\_\_\_\_  Contractor  Agent Date: \_\_\_\_\_

**For City Use**

|   |  |                       |                       |
|---|--|-----------------------|-----------------------|
| <b>Received By:</b>   |  | <b>Fee Receipt #:</b> |                       |
| <b>Approval:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No   |  | <b>Staff Initial:</b> | <b>Date Approved:</b> |
| <p><b>For information on the City of Flagstaff sign standards refer to Division 10-50.100 (Sign Standards) of the Zoning Code.</b></p> <p><b>Please submit two copies of the following:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Site Plan</b> (Drawn to scale with property lines, dimensions and location of existing signs along with proposed new signs)</li> <li>▪ <b>Landscape Plan</b> (Displaying both existing and proposed landscape areas)</li> <li>▪ <b>Sign Installation Plan</b> (Include sign dimensions, structural and foundation detail, electrical detail, illumination and list of materials) If the proposed sign will be illuminated, and a branch circuit is not currently available, an electrical permit must also be submitted. <b>Note: Applications which are incomplete or not accompanied by the required information will not be accepted.</b></li> </ul> |  |                       |                       |
| <ol style="list-style-type: none"> <li>1. A flow chart describing the review process inclusive of applicable review time frames (administrative completeness review and substantive review) is attached.</li> <li>2. The City and an applicant for a permanent sign permit may mutually agree in writing to extend the substantive review time frame (and also therefore the overall review time frame) by no more than 50% of the overall time frame, i.e. an additional 8 working days.</li> <li>3. An applicant for a permanent sign permit may receive clarification from the City of how it is interpreting Division 10-50.100 (Sign Standards) of the Zoning Code.</li> <li>4. If an applicant fails to respond to corrections provided by the City within 30 days of the date of the corrections, the application shall be considered withdrawn.</li> </ol>                                  |  |                       |                       |

### **Submittal Requirements for Sign Permit (Permanent)**

#### **1. Application Form**

- a. Physical address of proposed sign (information entered on application and shown on site plan)
- b. Lot # (for subdivisions only, shown on site plan)
- c. Suite/unit # (when applicable)
- d. Occupying business name
- e. Contact information (name and number)
- f. Contractor information (name, address, number, license #, sales tax #)
- g. Sign information (type, location, size/height, lighting specs, etc.)

#### **2. Site Plan** (Two copies of the site plan are required for a standard submittal)

- a. Accurate site plan drawn to scale (if applicable)
- b. North arrow
- c. Contour lines shown and labeled using elevation above sea level
- d. Building footprint clearly defined/ dimensioned (all structures)
- e. Exact dimensions from proposed structure to adjacent property line
- f. Easements (PUE, drainage, utility, slope and resource, etc.)
- g. Site visibility triangle (if applicable)
- h. Setbacks from public right-of-way (if applicable)
- i. Location of driveways and parking areas (if applicable)

#### **3. Sign Drawings**

- a. Two sets of construction drawings with sign dimensions and area
- b. Sheet numbers
- c. Materials used (colors, transparency, sheen, etc.)
- d. Sign face area and embellishments drawn



# City of Flagstaff

# Community Development Division

211 W. Aspen Ave  
Flagstaff, AZ 86001

P: (928) 213-2601  
F: (928) 213-2609

[www.flagstaff.az.gov](http://www.flagstaff.az.gov)

**PSIGN**

- e. Sign height above grade
- f. Lighting description (an electrical permit is required for all sign lighting)