



# City of Flagstaff

# Community Development Division

211 W. Aspen Ave P: (928) 213-2601

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[www.flagstaffaz.gov](http://www.flagstaffaz.gov)

**PSIGN**

<b>Date Received</b>		<b>Application for Permanent Sign Permit</b>		<b>Permit Number</b>
<b>Site Address (including suite #)</b>			<b>City, State, Zip</b>	
<b>Business Name</b>		<b>Business Owner Name</b>		<b>Parcel #</b>
<b>Local Contact or Manager Name</b>		<b>Phone</b>		<b>City License #</b>
<b>Business Mailing Address</b>		<b>City, State, Zip</b>		<b>E-mail</b>
<b>Shopping Center/Building Name</b>	<b>Total Value of Sign(s)\$</b>		<b>Zoning District</b>	<b>Multi-Tenant (3 or more) Development or Shopping Center</b> <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.

<b>Sign Contractor/Vendor Name</b>		<b>Address</b>		<b>City, State, Zip</b>
<b>Contact Name</b>		<b>Phone</b>		<b>Email</b>
<b>Contractor's License #</b>			<b>City of Flagstaff Business License #</b>	

**Description of Proposed Work:**

**Special Districts:**

- Yes  No This property is in a local or national Historic District. If yes, specify: \_\_\_\_\_
- Yes  No This property is in the \_\_\_\_ Central Sign District \_\_\_\_ Downtown Historic District \_\_\_\_ Flagstaff Auto Park District
- Yes  No This property has a Comprehensive Sign Plan. If yes, specify: \_\_\_\_\_

**Important Information about this Application:**

1. See the Planning Map on the **City of Flagstaff Public Mapping Portal** for information on **Zoning, Lighting Zones, and Historic Districts**: <https://gis.flagstaffaz.gov/portal/apps/sites/#/opendata/app/e875b6af210e466095227070ee2ccc94>.
2. See **page 3 of this application for a complete list of submittal requirements**. See **page 4 of this application and Section 10-50.100 Sign Standards of the Zoning Code** for City of Flagstaff Sign Standards.
3. Contact the **Planner of the Day** (<https://www.flagstaff.az.gov/150/Current-Planning>) with questions. A Permanent Sign Permit applicant may receive clarification from the City Zoning Code Manager on how the City is interpreting this Section.
4. **A Permanent Sign Permit is required for sign face changes for existing internally illuminated signs.** A Permanent Sign Permit is not required for sign face changes within the existing frame for non-illuminated and externally-illuminated signs.
5. An **Outdoor Lighting Permit** is required for changes to the lighting of externally-illuminated signs.
6. An **Over-The-Counter Electrical Permit** is required for signs that include electrical work as part of installation.
7. **A separate Building Permit is required for freestanding signs that meet at least one the following:** 1) The sign is more than 6 ft. tall from grade to the top of the sign, 2) The aggregate area of all signs on the structure is more than 35 square feet, and/or 3) There is electrical work associated with the sign. An Over-The-Counter permit is not required for these signs.
8. Signs in a **Historic District or in the Central Sign District also require a Heritage Preservation Commission (HPC) application.** (<https://www.flagstaff.az.gov/901/Heritage-Preservation>). Complete and submit page 1 with the application fee.
9. An **application shall be considered withdrawn for failure to respond within 30 days** to corrections provided by the City.

\_\_\_\_\_ (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.

**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> _____

## Required Information for Each New Sign or Sign Face Change

Please fill out the table with the required information for each sign (**provide all dimensions in feet; e.g 5.5 feet**).  
 If there are more than three signs proposed, copy this page and fill out the table for each additional sign (label the additional signs Sign 4, Sign 5, Sign 6, etc.).

### Sign 1

<input type="checkbox"/> Sign Face Change Only	<input type="checkbox"/> Building Mounted	<input type="checkbox"/> Driveway	<input type="checkbox"/> Landscape Wall	<input type="checkbox"/> Service Island
<input type="checkbox"/> Comprehensive Sign Plan	<input type="checkbox"/> Changeable Copy	<input type="checkbox"/> Freestanding	<input type="checkbox"/> Projecting	<input type="checkbox"/> Suspended
<input type="checkbox"/> Awning/Canopy	<input type="checkbox"/> Directory	<input type="checkbox"/> Interpretive	<input type="checkbox"/> Roof Mounted	<input type="checkbox"/> Window
Sign Face Dimensions: Height _____ Width _____ Depth _____ Sign Material(s): _____				
Height from grade to top of sign: _____ Height from grade to bottom of sign: _____				
Type of Illumination: <input type="checkbox"/> None <input type="checkbox"/> LED <input type="checkbox"/> Incandescent <input type="checkbox"/> Florescent <input type="checkbox"/> Neon <input type="checkbox"/> Other (specify) _____				
Lighting Zone and Time Limitation: <input type="checkbox"/> Zone 1 (9:00 PM) <input type="checkbox"/> Zone 2 (11: 00 PM) <input type="checkbox"/> Zone 3 (11:00 PM)				
<b>Building Mounted Signs Only:</b>				
Wall length of business on primary building frontage _____ Wall length of business on secondary frontage (if applicable): _____				
<b>Freestanding Signs Only:</b>				
Total length of primary street frontage _____ Total length of secondary street frontage (if applicable) _____				
Total landscaping required (sq. ft.) _____ Total landscaping provided (sq. ft.) _____				

### Sign 2

<input type="checkbox"/> Sign Face Change Only	<input type="checkbox"/> Building Mounted	<input type="checkbox"/> Driveway	<input type="checkbox"/> Landscape Wall	<input type="checkbox"/> Service Island
<input type="checkbox"/> Comprehensive Sign Plan	<input type="checkbox"/> Changeable Copy	<input type="checkbox"/> Freestanding	<input type="checkbox"/> Projecting	<input type="checkbox"/> Suspended
<input type="checkbox"/> Awning/Canopy	<input type="checkbox"/> Directory	<input type="checkbox"/> Interpretive	<input type="checkbox"/> Roof Mounted	<input type="checkbox"/> Window
Sign Face Dimensions: Height _____ Width _____ Depth _____ Sign Material(s): _____				
Height from grade to top of sign: _____ Height from grade to bottom of sign: _____				
Type of Illumination: <input type="checkbox"/> None <input type="checkbox"/> LED <input type="checkbox"/> Incandescent <input type="checkbox"/> Florescent <input type="checkbox"/> Neon <input type="checkbox"/> Other (specify) _____				
Lighting Zone and Time Limitation: <input type="checkbox"/> Zone 1 (9:00 PM) <input type="checkbox"/> Zone 2 (11: 00 PM) <input type="checkbox"/> Zone 3 (11:00 PM)				
<b>Building Mounted Signs Only:</b>				
Wall length of business on primary building frontage _____ Wall length of business on secondary frontage (if applicable): _____				
<b>Freestanding Signs Only:</b>				
Total length of primary street frontage _____ Total length of secondary street frontage (if applicable) _____				
Total landscaping required (sq. ft.) _____ Total landscaping provided (sq. ft.) _____				

### Sign 3

<input type="checkbox"/> Sign Face Change Only	<input type="checkbox"/> Building Mounted	<input type="checkbox"/> Driveway	<input type="checkbox"/> Landscape Wall	<input type="checkbox"/> Service Island
<input type="checkbox"/> Comprehensive Sign Plan	<input type="checkbox"/> Changeable Copy	<input type="checkbox"/> Freestanding	<input type="checkbox"/> Projecting	<input type="checkbox"/> Suspended
<input type="checkbox"/> Awning/Canopy	<input type="checkbox"/> Directory	<input type="checkbox"/> Interpretive	<input type="checkbox"/> Roof Mounted	<input type="checkbox"/> Window
Sign Face Dimensions: Height _____ Width _____ Depth _____ Sign Material(s): _____				
Height from grade to top of sign: _____ Height from grade to bottom of sign: _____				
Type of Illumination: <input type="checkbox"/> None <input type="checkbox"/> LED <input type="checkbox"/> Incandescent <input type="checkbox"/> Florescent <input type="checkbox"/> Neon <input type="checkbox"/> Other (specify) _____				
Lighting Zone and Time Limitation: <input type="checkbox"/> Zone 1 (9:00 PM) <input type="checkbox"/> Zone 2 (11: 00 PM) <input type="checkbox"/> Zone 3 (11:00 PM)				
<b>Building Mounted Signs Only:</b>				
Wall length of business on primary building frontage _____ Wall length of business on secondary frontage (if applicable): _____				
<b>Freestanding Signs Only:</b>				
Total length of primary street frontage _____ Total length of secondary street frontage (if applicable) _____				
Total landscaping required (sq. ft.) _____ Total landscaping provided (sq. ft.) _____				

## **Permanent Sign Permit Application Checklist**

It is the responsibility of the applicant to ensure the accuracy of the application. Incomplete applications will not be accepted. A complete application includes the following:

1. Pages 1 and 2 of this application, filled out with complete and accurate information.
2. Application fee.
3. One copy of each of the following:

### **Site plan or aerial image of the property**

- Property lines and north arrow
- Location of all new signs and any existing signs that will be on site after the Sign Permit is approved. Label each sign Sign 1, Sign 2, etc., corresponding to the information in page 2 of this application.

### **Additional requirements for new freestanding signs (does not apply to sign face changes only)**

- Setback(s) between the closest part of the base of the sign(s) to the nearest property line(s).
- A landscaping plan that shows existing and proposed landscape areas around the sign. Indicate species that will be planted, and whether landscaping will be irrigated. If so, show location of irrigation lines.
- Easements (public utility, drainage, utility, slope and resource, etc.)
- Site visibility triangle
- Location of driveways and parking areas
- Building footprint(s) clearly defined and dimensioned

### **Sign installation plan for each new sign or sign face change**

- A rendering of the sign (computer-generated or hand-drawn, with labels [Sign 1, Sign 2, etc.]) with the:
  - Sign face dimensions (weight, width, depth) and sign materials
  - Electrical and illumination details
  - Sign cross section (if need to show electrical or installation details, or to show conformance with standards for Sign Districts of Special Designation or with a Comprehensive Sign Plan)
  - Width of the sign base or sign posts, total height above grade, and structural/foundation details (freestanding signs). For freestanding signs that require a Building Permit: provide structural details with the Building Permit application, not with Permanent Sign Permit application.

### **Additional requirements for signs mounted on buildings**

- An image or drawing of the building showing the proposed sign location
- Label the following (*not applicable to sign face changes only*)
  - Sign height and width
  - Height and width of the building face on which the sign is mounted (if applicable)
  - Gaps between the top/bottom of the sign and the top/bottom of building face (if applicable)
  - Distance between grade and the bottom and top of the sign
- A picture of the current sign whose face is proposed to be changed (*for sign face changes only*)

### **Additional requirements for signs in the Central Sign District**

- Indicate use of three-dimensional form (letters, logos, or other sign elements shall have a minimum relief of the lesser of one percent of the longest sign dimension or 1.5 inches). *Does not apply to painted signs.*
- For multi-tenant buildings, indicate the following for the entire building:
  - Number of pedestrian/public entries
  - Number of existing signs and the total area of all existing signs (square feet)

### **Additional requirements for signs in a Historic District**

- A Heritage Preservation Commission application (<https://www.flagstaff.az.gov/901/Heritage-Preservation>) and fee. The Heritage Preservation Officer may require Heritage Preservation Commission approval prior to Sign Permit approval and may request additional information as needed.

### **Additional requirements for signs covered by a Comprehensive Sign Plan**

- Provide additional information as needed to confirm compliance with the Comprehensive Sign Plan.

# City of Flagstaff Sign Standards (Section [10-50.100](#) of the Zoning Code)

Note that signs covered under a Comprehensive Sign Plan may deviate from the standard requirements. Contact the Planner of the Day if you are unsure whether the proposed location has a Comprehensive Sign Plan.

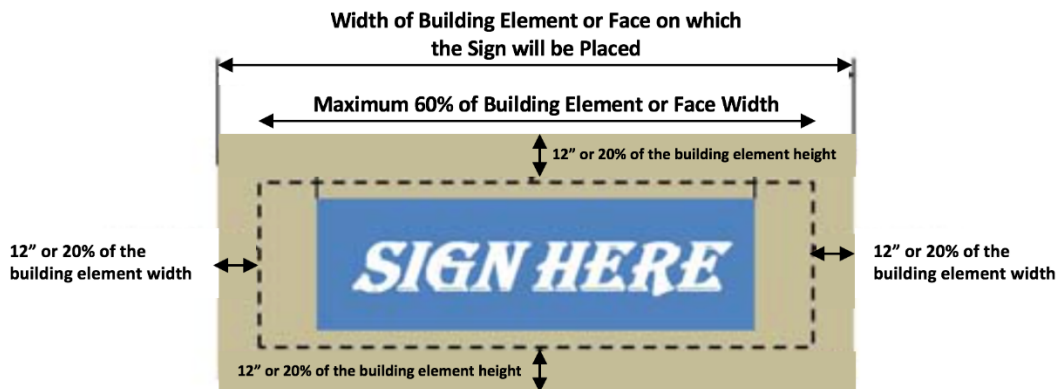
- General Requirements for All Signs: [10-50.100.050](#)
- Table 10-50.100.060.A: Standards for Permanent Signs by Use
- Comprehensive Sign Programs: [10-50.100.070](#)
- Sign Design Performance Standards: [10-50.100.080](#)
- Portable Signs: [10-50.100.090](#). Note: Wall banner signs require a Temporary Wall Banner Permit (<https://www.flagstaff.az.gov/DocumentCenter/View/50305/Temporary-Wall-banner-application>)
- Sign Districts of Special Designation: [10-50.100.100](#)
- Nonconforming Signs: [10-50.100.110](#)

## Standards by Sign Type

- **Awning Signs:** Table 10-50.100.060.B
- **Building Signs:** Table 10-50.100.060.C
- **Canopy Signs:** Table 10-50.100.060.D
- **Changeable Copy Signs:** Table 10-50.100.060.E
- **Directory Signs:** Table 10-50.100.060.G
- **Driveway Signs:** Table 10-50.100.060.F
- **Freestanding Signs:** Table 10-50.100.060.H
- **Interpretive Signs:** Table 10-50.100.060.I
- **Landscape Wall Signs:** Table 10-50.100.060.J
- **Projecting Signs:** Table 10-50.100.060.K
- **Roof Mounted Signs:** Table 10-50.100.060.L
- **Service Island Canopy Signs:** Figure 10-50.100.060.L
- **Suspended Signs:** Table 10-50.100.060.N
- **Window Signs:** Table 10-50.100.060.

## Additional Information about Building Signs

- **Maximum sign area:**
  - 1 sq. ft. per 1 linear ft. of primary building frontage (100 sq. ft. max.); 0.5 sq. ft. per 1 linear ft. of secondary building frontage (80 sq. ft. max.).
  - These signs count toward the max. area: Awning, Building, Canopy, Changeable Copy, Directory and Driveway (when building-mounted), Projecting, Roof Mounted, Service Island, Suspended, and Window.
- **Maximum height above grade:** 25 ft. measured from the top of the sign to the ground directly below.
- **Maximum sign width:** 60% of the width of the building face or building element on which the sign is placed.
- **Maximum sign height:** Limited by the requirement for there to be gaps between the top and bottom of the sign, and the top and bottom of the building face on which the sign is placed. These gaps must be a minimum of 12 inches or 20% of the height of the building face, whichever is less.



## Additional Information about Freestanding Signs

- **Max. height and area.** Depends on length of street frontage and adjacent road type. See Table 10-50.100.060.A: Standards for Permanent Signs by Use and Table 10-50.100.060.H: Freestanding Signs.
- **Sign base:** Min. 60% of the width of the sign cabinet or face. A freestanding sign may be mounted on 2 or more 8" min. diameter posts if sign complies with Section [10-50.100.080](#): Sign Design Performance Standards.
- **Min. setbacks from property lines.** Street: 5 ft. Interior side: 15 ft. Adjacent to residential: 30 ft.
- **Min. landscaping requirements:** A landscaped area (min. 2.5 sq. ft. for each 1 sq. ft. of sign area) consisting of shrubs and/or perennial ground cover plants with a max. spacing of 3 feet on center around the base.