



# City of Flagstaff

## Community Development Division

211 W. Aspen Ave P: (928) 213-2601  
Flagstaff, AZ 86001 F: (928) 213-2609  
[www.flagstaffaz.gov](http://www.flagstaffaz.gov)

**PSIGN**

Date Received		<b>Application for Permanent Sign Permit</b>		Permit Number
Site Address (including suite #) 109 N. Leroux Suite B		City, State, Zip Flagstaff, AZ 86001		Parcel #
Business Name Grand Canyon Chocolate	Business Owner Name Patrick Stickler		City License # BL-04808	
Local Contact or Manager Name Patrick Stickler		Phone (928)853-9753	Shopping Center/Building Name Kinlani Building of Flagstaff Townsite	
Business Mailing Address 610 N. Apollo Way		City, State, Zip Flagstaff, AZ 86001	E-mail <a href="mailto:grandcanyonchocolate@gmail.com">grandcanyonchocolate@gmail.com</a>	
Total Value of Sign(s)\$ \$1500.00	Zoning District DOZ	Multi-Tenant (3 or more) Development or Shopping Center <input type="checkbox"/> Yes <input checked="" 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 Signarama	Address 2233 E. Spruce Ave.	City, State, Zip Flagstaff, AZ 86004
Contact Name Jeffrey Wells	Phone (928) 607-9411	Email <a href="mailto:signarama@sarflagstaff.com">signarama@sarflagstaff.com</a>
Contractor's License # 327075	City of Flagstaff Business License #	

**Description of Proposed Work:**  
Hanging of outdoor projecting sign

**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:**

- 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>.
- 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.
- 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.
- 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.
- An **Outdoor Lighting Permit** is required for changes to the lighting of externally-illuminated signs.
- An **Over-The-Counter Electrical Permit** is required for signs that include electrical work as part of installation.
- 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.
- 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.
- An **application shall be considered withdrawn for failure to respond within 30 days** to corrections provided by the City.

PS \_\_\_\_\_ (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:** 6-9-2025

**For City Use**

**Received By:** \_\_\_\_\_ **Fee Receipt #:** \_\_\_\_\_

**Approval:**  Yes  No **Staff Initial:** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_

## 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 checked="" 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 48" Width 43" Depth 3" Sign Material(s): Acrylic

Height from grade to top of sign: 13' 2" Height from grade to bottom of sign: 8' 10"

Type of Illumination:  None  LED  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)

**Building Mounted Signs Only:**  
Wall length of business on primary building frontage \_\_\_\_\_ Wall length of business on secondary frontage (if applicable): \_\_\_\_\_

**Freestanding Signs Only:**  
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:  None  LED  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)

**Building Mounted Signs Only:**  
Wall length of business on primary building frontage \_\_\_\_\_ Wall length of business on secondary frontage (if applicable): \_\_\_\_\_

**Freestanding Signs Only:**  
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): \_\_\_\_\_

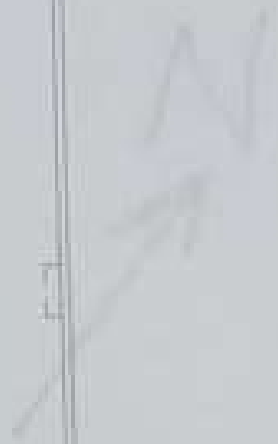
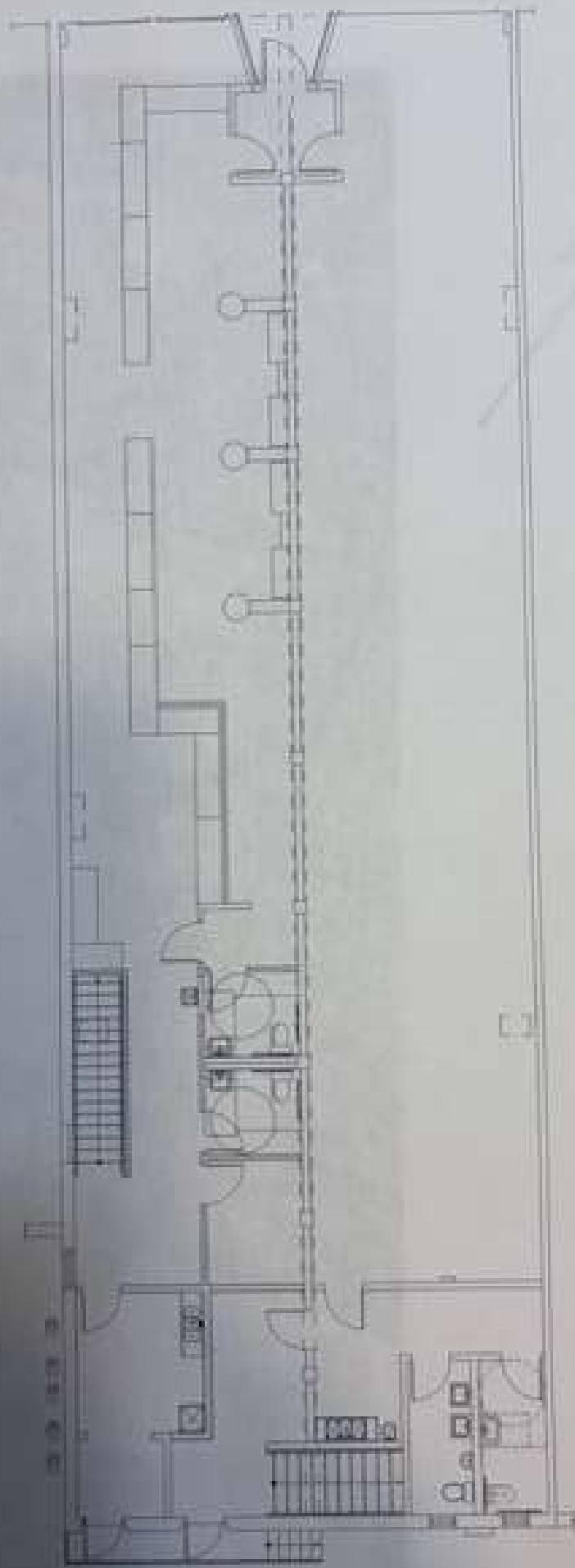
Height from grade to top of sign: \_\_\_\_\_ Height from grade to bottom of sign: \_\_\_\_\_

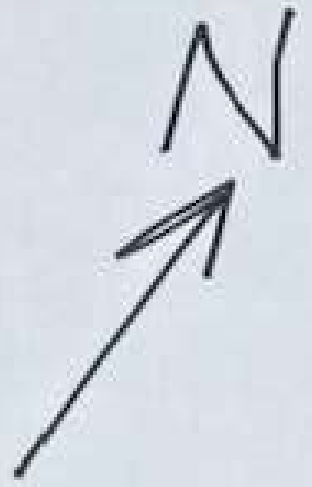
Type of Illumination:  None  LED  Incandescent  Florescent  Neon  Other (specify) \_\_\_\_\_

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

**Building Mounted Signs Only:**  
Wall length of business on primary building frontage \_\_\_\_\_ Wall length of business on secondary frontage (if applicable): \_\_\_\_\_

**Freestanding Signs Only:**  
Total length of primary street frontage \_\_\_\_\_ Total length of secondary street frontage (if applicable) \_\_\_\_\_  
Total landscaping required (sq. ft.) \_\_\_\_\_ Total landscaping provided (sq. ft.) \_\_\_\_\_







PLANET SCIENT

1009

**FOR  
LEASE**  
928-699-0609

FOR LEASE



109

GRAND CANYON  
CHOCOLATE

13' 2"  
5' 5"

8' 10"

|