

Type of Registration:

- General Business Registration
- Rental Property
- Contractor
- Temporary Business Registration

Physical Location of Business is:

- Inside City Limits
- Outside City Limits



City of Cottonwood

816 N Main Street
 Cottonwood, AZ 86326
 Phone: (928) 634-0060
 Fax: (928) 634-3727
 www.cottonwoodaz.gov

BUSINESS REGISTRATION APPLICATION

ALL BUSINESS REGISTRATIONS EXPIRE ON DECEMBER 31 OF THE CALENDAR YEAR ISSUED

All information provided is subject to review by Arizona Department of Revenue.

THIS APPLICATION MUST BE FILED AND A REGISTRATION OBTAINED BEFORE YOU CAN LAWFULLY ENGAGE IN BUSINESS IN THE CITY OF COTTONWOOD. THE REGISTRATION FEE IS NON-REFUNDABLE AND REGISTRATION ISSUED IS NON-TRANSFERRABLE. ALL BUSINESS LOCATED IN THE CITY MUST COMPLY WITH ORDINANCE/REGULATIONS AND REQUIREMENTS AFFECTING PUBLIC PEACE, HEALTH, AND SAFETY. APPLICANTS MUST PROVIDE PROOF OF CITIZENSHIP/LEGAL RESIDENCY AT THE TIME THE APPLICATION IS MADE.

FOR OFFICE USE ONLY		Application Fee:		Form of Citizenship/Legal Residency Provided:	
Date Received:	Check #	Late Fee:		ID Number/Expiration Date:	
Initials:	Cash	CC	Total Fee:		Date Sent to Community Development:
Receipt #:	Business Registration #:	Date Issued:	Effective Date:	CD Approver's Name:	Date Approved:

PLEASE PRINT OR TYPE. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Check One: <input type="checkbox"/> New Business <input type="checkbox"/> New Owner of Existing Business <input type="checkbox"/> Reinstatement of Cancelled Registration <input type="checkbox"/> Registration Renewal	Former Owner (if applicable):	Application Date:
Check Any That Apply: <input type="checkbox"/> Name Change Only <input type="checkbox"/> Location Change <input type="checkbox"/> Added Business/Activity	Current Business Registration Number:	Business Start Date:
		Date of Change:

SECTION 1. BUSINESS DESCRIPTION					
Business Type	<input type="checkbox"/> Retail Sales	<input type="checkbox"/> Wholesaler	<input type="checkbox"/> Special Event*	<input type="checkbox"/> Construction Contracting	<input type="checkbox"/> Service
	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Bar	<input type="checkbox"/> Street Vendor*	<input type="checkbox"/> Peddler*	<input type="checkbox"/> Hotel/Motel
	<input type="checkbox"/> Commercial/Residential Rental	<input type="checkbox"/> Temporary Sales*	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Non-Profit (provide Federal 501(c))	
	<input type="checkbox"/> Other, please explain: _____		*Please provide dates of operation: _____		
Describe Nature of Business:					
If you will be selling products, please describe:					
For Special Events or Temporary Sales Events, provide the location of the sales/event: _____					
NOTE: A Temporary Use Permit MUST be obtained from Planning & Zoning AT LEAST 60 days in advance for ALL Special Events and Temporary Sales Events					

SECTION 2. BUSINESS NAME AND LOCATION INFORMATION					
Business Name (Legal Owner and DBA):					
Physical Location (Street Address):				Business Phone #: ()	
City:	State:	Zip Code:		Emergency Phone # (not the same as above): ()	
Occupational Classification of the Business Physical Location: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential					
Does the business location have an alarm system? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, an Alarm System Notification form is required.					
Does this business occupy commercial space within the City of Cottonwood limits? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Is the business location your personal residence? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, a Home Occupation Permit is required.					
Is this business location: <input type="checkbox"/> Owned <input type="checkbox"/> Leased/Rented <input type="checkbox"/> Sub-Leased If NOT owned, owner's/landlord's information is required.					
Landlord's Name:			Landlord's Address:		
Landlord's Phone Number: ()			City:	State:	Zip Code:
Do you rent a portion of the business premises to another entity? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list the name and telephone number of the other entity:					
Lessee's Name:			Lessee's Phone Number: ()		

SECTION 3. MAILING ADDRESS			
Street Name or PO Box:		City:	State: Zip Code:
Email Address:			
SECTION 4. BUSINESS INFORMATION AND OWNERSHIP			
Ownership: <input type="checkbox"/> Individual <input type="checkbox"/> LLC <input type="checkbox"/> Corporation, state incorporated in: _____ <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> S Corporation <input type="checkbox"/> Other, explain: _____			
Federal ID or Social Security Number:		ADOR Transaction Privilege Tax (TPT) Number:	Is your TPT number registered with ADOR for the City of Cottonwood? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
AZ ROC License Number(s) required for Contractors:		Liquor License Class # (if applicable):	Other Professional Licenses or Permit Numbers and Description:
Have any licenses/permits that have been issued or applied for by the applicant or business been denied, suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:			
Description of any/all criminal convictions of the applicant or business owner in the last five (5) years (attached a separate sheet if needed):			
Locations where the business or applicant has operated in the last five (5) years (attach a separate sheet if needed):			
Disclosure of Social Security Numbers for Principals/Officers is mandatory . The authority for soliciting these numbers is found in 42 USC 405(c) (2)(c)(1). Social Security Account Numbers are used to identify Principals/Officers and to conduct background checks, and may be communicated to Law Enforcement personnel. Private information is NOT released to the public.			
Owners, Partners, LLC Members, or Officers (for additional names, please attach a list)	Name:		Title:
	Home Address:		Social Security Number:
	City:		State/Zip Code:
	Name:		Title:
	Home Address:		Social Security Number:
	City:		State/Zip Code:
Corporate or LLC Statutory Agent	Name:		Phone Number: ()
	Address:	City	State/Zip Code:
Contact Person	Name:		Phone Number: ()
SECTION 5. COMMERCIAL/RESIDENTIAL RENTAL BUSINESS IN THE CITY OF COTTONWOOD (IF YOU ARE THE LANDLORD)			
Note: Commercial buildings with multiple suites are considered one (1) location. Attach a separate sheet if needed.		Total Number of Commercial Rentals: _____ Total Number of Residential Rentals: _____	
Type of Rental(s): <input type="checkbox"/> Single Family <input type="checkbox"/> Apartment <input type="checkbox"/> Commercial <input type="checkbox"/> Mobile Home <input type="checkbox"/> Other: _____			
Address of Location #1:		Address of Location #2:	
Address of Location #3:		Address of Location #4:	
SECTION 6. APPLICANT INFORMATION (MUST BE COMPLETED FOR THE PERSON SIGNING BELOW)			
Name:			Date of Birth:
Physical Address (cannot be a PO Box):		Social Security Number:	Driver's License #: State of Issuance:
City:		State/Zip Code:	Phone Number: ()
Mailing Address (if different from physical address):		City:	State/Zip Code:
The undersigned applicant hereby certifies that he/she understands that issuance of a Business Registration shall in no way be construed as permission to operate a business activity in violation of any other law or regulation to which such activity may be subject. The undersigned applicant hereby certifies that he/she understands that a Zoning Clearance is required before the business may commence and accepts responsibility for obtaining any necessary clearance and other associated permits from the Community Development Department. The undersigned applicant hereby certifies that the information provided to the City of Cottonwood in order to obtain a Business Registration is accurate and complete to the best of his/her knowledge and subject to revocation and certifies that he/she has read and knows the terms and conditions herein and agrees to abide by the same. Inspection and registration fees are non-refundable.			
Print Name:		Signature:	Date:



City of Cottonwood Sign Regulations

Please read carefully!

The following is a brief overview of the City of Cottonwood Zoning Ordinances pertaining to Temporary Signs. Code Enforcement Officers will soon begin enforcement action, so be sure you are in compliance to avoid civil action. Please contact the Community Development Department at 111 N. Main St. Cottonwood, AZ 86326, or call (928)634-5505 if you have any questions.

General Requirements for Signs: Sign Regulations apply to all types of signs installed within the City of Cottonwood. Sign Permits are required for new signs, including replacement of signs within an existing sign frame or structure. A-frame signs are subject to separate annual permits. Banners are only allowed on a limited temporary basis. Some temporary signs do not require sign permits but still need to follow regulations. This notice provides a summary of Sign Regulations. The City of Cottonwood Zoning Ordinance, Section 405 "Signs" describes the requirements for permanent and temporary signs.

Steps to Get Approval for All Types of Signs:

The City of Cottonwood Community Development Department, located at 111 N. Main Street, Cottonwood, can provide you with forms and information. Additional information needs to be submitted with forms, including diagrams and descriptions of proposed signs. The City of Cottonwood website at <http://cottonwoodaz.gov/PDFgallery.php> includes sign application forms that can be downloaded.

Some temporary signs require an approved Temporary Use Permit while others are exempt and do not require a permit but still must follow the rules regarding the time they are installed, the location and various standards.

Temporary Signs for Businesses and Special Events:

All temporary signs installed within the City of Cottonwood are subject to regulations. Sign Regulations and Permits are required for most types of temporary or portable signs installed. Additional information is provided in the City of Cottonwood Zoning Ordinance, Section 405 "Signs" and Section 307 "Temporary Use Permits." A summary of several common types of temporary signs is included here:

Banners: Banners, including "feather" banners attached to a self-supporting post, are allowed for approved temporary uses only. Banners may be attached to a building or wall. Banners may be no more than 40 square feet in area. Grand openings allow banners without a permit, subject to code standards.

A-Frame Signs: A-Frame or Sandwich Board signs for businesses require an annual permit. Businesses are allowed one A-Frame sign which must be located on the property or on the sidewalk directly in front of business where the building directly abuts the property line, such as in Old Town Cottonwood. A-Frame signs are limited to 2 feet width by 3 feet length and must be located in a safe manner so as to not block vehicle visibility or create pedestrian hazards.

Wire Stake Signs: Portable wire stake signs are not permitted for general advertising or informational use.

Temporary Sales Events Signs: Banners are allowed for temporary sales events with a Temporary Use Permit. Must be located on a developed commercial property, not to exceed 21 consecutive days and no more than 4 times in a calendar year. Signs may be located on the property where the event takes place.

Special Events Signs: Banners are allowed for special events with a Temporary Use Permit. Installed no more than 10 days before event and removed promptly after event. Signs limited to the special event site only.

Temporary Promotional Signs: Balloons, banners, feather banners, flags, pennants, inflatable signs, and other types of promotional displays are generally prohibited. These types of signs may be considered for use on a limited

basis for approved temporary uses, temporary sales events or for special events, subject to obtaining a valid Temporary Use Permit. Proposed number, location and size of all such signs needs to be included with TUP application.

Walking Signs: Hand held or “walking signs” for commercial use requires a sign permit. Sign walkers are allowed on the property where the activity is occurring and on the public sidewalk immediately in front of such use.

Temporary Signs that do Not Require a Permit but Must Still Follow Regulations:

Some temporary signs do not require a Sign Permit from the City of Cottonwood – but they must still follow various requirements related to the time they are installed, the location and the manner in which they are installed. Signs not following the standards shall be subject to enforcement action by the City.

Grand Opening Signs. Banners up to 40 square feet in size are allowed for new businesses for up to 30 days after opening. This provides the business or use time to obtain a permanent sign.

Going Out of Business Signs. Banners are allowed for limited time announcing a business closing.

Real Estate Sales and Rental Signs: One (1) real-estate sales or rental sign is allowed on the property only. Limited to six (6) square feet in size. Larger properties may have additional signs where spaced at least 300 feet apart. Off-premise signs and signs located in the street right-of-way are not permitted.

Yard Sale Signs: For occasional yard sales at residential properties where excess household goods are sold, temporary signs are allowed on the property where the event is located. Off-premise or off-site yard sale signs are not allowed and may be removed from street and sidewalk locations where they are found, where they are a hazard or considered a nuisance.

Walking Signs. Hand held or “walking signs” announcing fundraising and charity events, public events, political campaigns or other non-commercial activities are allowed in safe locations where the event is taking place. Such activity may be allowed on the sidewalk immediately in front of the event location. This exception applies to non-commercial activities only; a sign permit is required for use of walking signs for commercial uses.

Signs Not Allowed:

Off-Premise Signs. New off-site advertising signs are not permitted, including temporary signs. Exceptions are granted for walking signs and A-Frame signs located on sidewalks in front of a property.

Flashing and Animated Signs. Flashing lights, intermittent lighting for illuminated signs or animated signs are not permitted. Signs with attached moving parts, attached flags, ribbons, balloons or similar loose or moving features are also not permitted.

For Additional Information Regarding Signs:

City of Cottonwood Website: <http://cottonwoodaz.gov>
City of Cottonwood Zoning Ordinance:
Section 405 “Signs” and; Section 307 “Temporary Use Permits.”

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