



INSTRUCTIONS FOR ALL SIGN PERMIT APPLICATIONS

1. Application to be filled out **COMPLETELY!**
2. A plot plan (on minimum 8 ½ X 11" paper), to scale and a professional appearance, must be attached and must include the following:
 - a. Property lines and any easements to be shown. Front property corners shall be staked.
 - b. Location of all sign(s) (existing and proposed) to be shown.
 - c. Landscaping (existing or planned) around sign(s) to be shown. **(Does not pertain to Temporary Signs)**
3. A sketch of the proposed sign(s) (on minimum 8 1/2" X 11" paper) must also be attached and must include the following:
 - a. Size, height and shape of proposed sign(s).
 - b. All colors to be used on proposed sign(s) - color rendering required at minimum but color samples (chips) desired.
 - c. Description of base to be used if free-standing sign(s). **(Does not pertain to Temporary Signs)**
 - d. Description of materials to be used in sign(s) and method of mounting.
 - e. Street address to be shown on free-standing sign(s). **(Does not pertain to Temporary Signs)**
 - f. Lighting (internal or external) to be shown and described.

NOTE: Zoning Administrator may require a Design Review Hearing application depending on the character, scale, or composition of signage proposed. See Zoning Ordinance, Section 304.A.



PERMANENT SIGN PERMIT

CDD Sign Permit #221

City of Cottonwood
Community Development
111 N. Main St.
Cottonwood, AZ 86326
Phone: (928) 634-5505
Fax: (928) 634-4254

(See reverse side of this form for instructions & requirements.)

ALL FREESTANDING SIGN APPLICATIONS SHALL BE ACCOMPANIED BY A PLOT PLAN SHOWING THE PROPERTY LINES AND ANY EASEMENTS. FRONT PROPERTY CORNERS SHALL BE STAKED AND THE SIGN SITE LOCATION APPROVED BY STAFF BEFORE ISSUANCE OF A SIGN PERMIT.

SIGN PERMIT # _____
Double Fee shall be charged for all signs erected without a permit.

PARCEL: 406-_____ - _____
ZONING DISTRICT: _____
BUSINESS REGISTERED? _____
BUSINESS REGISTRATION #: _____
CHANGE OF USE? _____(yes/no)
VALUE OF SIGN: _____(cost of material + amount for labor or actual cost)
C.O.# _____(N/A if no recent Building Permit required.)

APPLICANT BUSINESS NAME OR OCCUPATION _____
(Such as Safety Sign Company)

APPLICANT (S) MAILING ADDRESS _____
(Street and / or P.O. Box Number)

City _____ State _____ Zip Code _____ Phone _____

LOCATION OF THIS (THESE) SIGN (S) _____
Business Name

PHYSICAL ADDRESS WHERE SIGN IS TO BE INSTALLED _____

LINEAL FEET OF BUILDING FRONTAGE _____

DIMENSIONS OF OTHER SIGN(S) EXISTING ON PROPERTY _____

DIMENSIONS OF SIGN(S) COVERED BY THIS PERMIT _____

PHYSICAL LOCATION & MOUNTING _____

Must be accompanied by Plot Plan

IT IS AGREED TO ERECT OR CONSTRUCT THIS (THESE) SIGN (S) IN CONFORMITY WITH THE LAWS OF THE CITY OF COTTONWOOD AND THE STATE OF ARIZONA. ALL SIGNS, AWNINGS, OR ANY OTHER STRUCTURES REQUIRING A PERMIT SHALL ALSO BEAR THE PERMIT NUMBER IN LEGIBLE LETTERS. **FREESTANDING SIGNS MUST DISPLAY ADDRESS NUMBER OF BUILDING.**

Contractor, Owner or Agent _____ PLEASE PRINT NAME _____ Date _____
DRAWINGS SHALL BE PROVIDED BY APPLICANT WITH COLOR SAMPLES PER ORDINANCE. PLOT PLANS AND DRAWINGS SHALL BE ON 8 1/2" X 11" SHEETS OF PAPER FOR THE PERMANENT OFFICE FILES, TO SCALE, AND PROFESSIONAL APPEARANCE. GIVE DETAILS IF ELECTRICALLY LIGHTED ON SEPARATE 8 1/2" X 11 " SHEET OF PAPER.

Staff Comments: _____

- Applicant Copy
- File Copy
- Assessor's Copy

ZONING APPROVAL: _____ FEE: _____
B/S APPROVAL: _____ FEE: _____
ISSUED BY: _____ DATE: _____
RECEIPT NUMBER _____ FINAL: _____