



"Inspiring a Vibrant Community"

## INSTRUCTIONS FOR A-FRAME SIGN PERMIT APPLICATIONS

**Note:** Proposed A-Frame signs must meet all standards as defined in the ordinance for location, size, and appearance. Signs may be considered within the public Right-of-Way abutting a street or on wide sidewalks for locations directly in front of the business or use only and subject to meeting all standards as described in the ordinance.

1. Application to be filled out **COMPLETELY!**
2. Provide a plot plan showing the location for the A-frame / Portable Sign (drawn to scale on a minimum 8 ½" x 11" sheet) with accurate dimensions. Include the following:

### **Option 1. Private Property Location:**

- a. Show proposed location for A-frame sign on site plan with required setback measurements. Indicate buildings, driveways, parking areas, landscape areas and adjacent streets and sidewalks on the site plan.

### **Option 2. Right-of-Way Location:**

- a. For location on a sidewalk, indicate a minimum of five feet (5') width clear area to qualify for locating an A-Frame sign on any sidewalk. Provide a site plan showing the sidewalk, street edge, landscape areas, trees, buildings, including building entries, with accurate measurements.
- b. For location within Right-of-Way along a street, provide accurate measurements for the constructed street edge, curb lines, sidewalks, landscape areas, driveways and relationship to property line and adjacent business use.

### **3. Sign Description:**

- a. Provide drawings with size, height, and shape of proposed sign. Show front and side view.
- b. Description of materials to be used in sign, including sign panels and any base or structure.
- c. Describe and show all colors on proposed sign with color rendering and/or manufacturers' color samples.

### **4. Sight Visibility:**

A-frame signs shall not be located in such a manner as to create a traffic safety issue by blocking sight visibility from a city street or private driveway. The City Engineer reserves the right to change any permitted sign location that in his/her opinion is a sight visibility problem.

5. **Fee:** Payment of annual fee. No part of the fee shall be returnable after submittal of the application.

6. **Field Inspection:** All proposed A-frame signs must have a field inspection by Community Development Department staff prior to final approval to ensure the location meets the standards.

7. **Annual Renewal:** Annual A-Frame Sign Permit to be renewed each January.



# A-FRAME SIGN PERMIT

City of Cottonwood  
Community Development Department  
111 N. Main Street  
Cottonwood, AZ 86326  
PHONE (928) 634-5505  
FAX (928) 639-4254

A-FRAME SIGN PERMIT # _____
YEAR _____ FEE PAID _____
DATE ISSUED _____ BY _____
DATE INSPECTED _____ BY _____

PARCEL#: 406 - \_\_\_\_\_ - \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

LOCATION OF SIGN: \_\_\_\_\_  
Address where Sign to be Located

BUSINESS REGISTERED? YES  / NO  BUSINESS REGISTRATION # \_\_\_\_\_

IS THE PROPOSED LOCATION FOR THE SIGN  
WITHIN THE PUBLIC RIGHT-OF-WAY? YES  / NO  STREET \_\_\_\_\_

DIMENSIONS OF SIGN (MAX. 6 SQ. FT.) \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_

NAME OF BUSINESS \_\_\_\_\_

APPLICANT'S MAILING ADDRESS \_\_\_\_\_  
Street or P.O.Box Number

\_\_\_\_\_  
City or Town State Zip Code

Phone(s) \_\_\_\_\_

Comments: \_\_\_\_\_

IT IS AGREED TO INSTALL THE SIGN/S IN CONFORMITY WITH THE LAWS OF THE CITY OF COTTONWOOD AND THE STATE OF ARIZONA. ONLY ONE A-FRAME / PORTABLE SIGN ALLOWED PER BUSINESS OR USE TO BE LOCATED ON-PREMISE OR DIRECTLY IN FRONT OF PROPERTY IN THE PUBLIC RIGHT-OF-WAY WITH THIS PERMIT SERVING AS THE APPROVED RIGHT-OF-WAY ENCROACHMENT PERMIT.

For A-Frame Signs located within the Right-of-Way: By signing below, the Permittee hereby agrees to comply with all City and State regulations for locating one (1) A-frame-type portable sign in the right-of-way directly in front of the related business for use within the time specified in this permit and in accordance with all conditions set forth in this permit. The Permittee further agrees to relinquish any future claim of permanent encroachment in the event the City needs to work in or use the right-of-way at any time and for any reason whatsoever. The Permittee assumes all responsibility for the sign located within the right-of-way, and agrees that Permittee should hold harmless and indemnify the City of Cottonwood for any liability therefore, including all costs whatsoever and attorney fees.

\_\_\_\_\_  
Permittee's Signature Please PRINT Name Date