

## PROCEDURE AND APPLICATION FOR A COMPREHENSIVE SIGN REVIEW

Chapter 2.145, Section 150; **Flexibility Provisions** of the Pinal County Development Services Code sets forth a procedure, which provides flexibility in the Sign Code for signs, or sign packages not allowed in Chapter 2.145, Sections 030 through 140, or as the result of a stipulation to a zoning approval. The procedures include the use of sign review to receive additional design flexibility for signs.

### **Submittal Package**

A digital version of the following should be submitted with the sign application to be reviewed by the Sign Review Committee including:

- A justification letter describing the request and how the sign structure, materials, and colors are compatible with the project's building architecture. Include a list in outline form of each sign requested, both freestanding and wall, to include verbiage, area in square feet, and height.
- An inventory and photographs of any or all-existing freestanding signs on site.
- Preliminary Site Plan containing:
  - A vicinity map showing the location of the property in relation to adjoining properties.
  - Provide a north arrow, date of plan preparation, with subsequent revision dates. Project title and address/parcel number. Architect and/or consultant's name, address, and telephone number. Property owner name, address, and telephone number.
  - Provide a data table on the site plan that includes existing zoning and the net site area.
  - Show property boundaries and dimensions.
  - Show adjacent street right-of-way, existing and proposed; and existing/proposed street and sidewalk noted to centerline.
  - Show location of conceptual or existing landscape concepts including trees, shrubs, ground covers, berms, and screen walls.
  - Show location of proposed freestanding signs including dimensions, height, material and colors, and method of illumination.
  - Include elevations of buildings showing wall sign locations and dimensions.
  - When more than one sign is located on a property, or where more than one building or business is located in a single development project, such as a shopping center, a Comprehensive Sign Package shall be submitted demonstrating consistency and uniformity among signs within the project. The requirements of a Comprehensive Sign Package shall apply to all businesses within a related project, even if the properties have been subdivided. Revisions or amendments to the Comprehensive Sign Package shall require documentation from all tenants on the property prior to approval.
- Application submittal fees in the amount of \$1,187.00

### **Procedure**

Upon complete submittal staff will review the application and determine if the request can be administratively approved or if the proposal requires Board of Supervisors approval, please see PCDSC Chapter 2.145 for more information. If BOS approval is required, Please allow up to 12 weeks for a hearing.

\*\*\* Your application must be submitted via the online portal at: <https://citizenaccess.pinalcountyz.gov/CitizenAccess>. Please call or email the Planning Division for more information. There is a processing fee for online payments please follow this link for more information: <http://www.pinalcountyz.gov/CommunityDevelopment/Pages/OnlinePaymentsInfo.aspx>



**APPLICATION FOR COMPREHENSIVE SIGN REVIEW IN AN UNINCORPORATED AREA PINAL COUNTY, ARIZONA**  
(Applications Must Be Typed or Written in Ink)

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**Comprehensive Sign Review & Property Information:** (feel free to include answers and to these questions in a Supplementary Narrative, when doing so write see narrative on the space provided)

Project Name: \_\_\_\_\_

Owner/Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone/Fax: \_\_\_\_\_

Parcel #: \_\_\_\_\_ Project Address: \_\_\_\_\_

Property Zoning: \_\_\_\_\_ Case(s): \_\_\_\_\_ SPR Case: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Total # of Signs Proposed: \_\_\_\_\_ Total Square Feet of Signage Proposed: \_\_\_\_\_

Deviations Being Requested: \_\_\_\_\_

\_\_\_\_\_

Is this an Amendment of a previously approved Comprehensive Sign Review Package? \_\_\_\_\_ If yes what is the case number: CSR - \_\_\_\_\_

Is there a zoning violation on the property for which the owner has been cited? YES NO

If yes, zoning violation # \_\_\_\_\_

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INV#: \_\_\_\_\_ AMT: \_\_\_\_\_ DATE: \_\_\_\_\_ CASE: \_\_\_\_\_ Xref: \_\_\_\_\_

COMMUNITY DEVELOPMENT  
Planning Division

## PINAL COUNTY COMPREHENSIVE SIGN REVIEW APPLICATION

### IN ADDITION TO THIS APPLICATION, YOU WILL NEED TO SUBMIT:

- A justification letter describing the request and how the sign structure, materials, and colors are compatible with the project's building architecture. Include a list in outline form of each sign requested, both freestanding and wall, to include verbiage, area in square feet, and height.
- An inventory and photographs of any existing freestanding or attached signs on site.
- Preliminary Site Plan containing:
  - A vicinity map showing the location of the property in relation to adjoining properties.
  - Provide a north arrow, date of plan preparation, with subsequent revision dates. Project title and address/parcel number. Architect and/or consultant's name, address, and telephone number. Property owner name, address, and telephone number.
  - Provide a data table on the site plan that includes existing zoning and the net site area.
  - Show property boundaries and dimensions.
  - Show adjacent street right-of-way, existing and proposed; and existing/proposed street and sidewalk noted to centerline.
  - Show location of conceptual or existing landscape concepts including trees, shrubs, ground covers, berms, and screen walls.
  - Show location of proposed freestanding signs including dimensions, height, material and colors, and method of illumination.
  - Include elevations of buildings showing wall sign locations and dimensions.
  - When more than one sign is located on a property, or where more than one building or business is located in a single development project, such as a shopping center, a Comprehensive Sign Package shall be submitted demonstrating consistency and uniformity among signs within the project. The requirements of a Comprehensive Sign Package shall apply to all businesses within a related project, even if the properties have been subdivided. Revisions or amendments to the Comprehensive Sign Package shall require documentation from all tenants on the property prior to approval.
- Property owner(s) authorization (attached to this application).
- Non-refundable application submittal fees in the amount of \$1,187.00
- Submit one copy and a CD or Jump Drive which contains a copy of the application and narrative in PDF format.  
\*This will not be needed if submitted through the online system please call us for more information on how to use the online portal

I certify the information included in this application is accurate, to the best of my knowledge. I have read the application and I have included the information, as requested. I understand if the information submitted is incomplete, this application cannot be processed.

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Name of Landowner (Applicant) Address Phone Number

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Signature of Landowner (Applicant) E-Mail Address

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Name of Agent Address Phone Number

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Signature of Agent E-Mail Address

The Agent has the authority to act on behalf of the landowner. The Agent will be the contact person for Planning staff and must be present at all hearings. Please use the attached Agency Authorization form, if applicable

**AGENCY AUTHORIZATION**

(To be completed by landowners of subject property when landowners do not represent themselves. Instructions for completing required information are in bold and brackets below lines. If applicant is a company, corporation, partnership, joint venture, trustee, etc., please use the corporate signature block and have the notary fill in the notarization section for corporations not individuals and cannot be submitted digitally)

TO: Pinal County Community Development  
P.O. Box 2973  
Florence, AZ 85132

\_\_\_\_\_ **[Insert Name -- If a Corporation, Partnership or Association, Include State of Incorporation]**  
hereinafter referred to as "Owner," is/are the owner(s) of \_\_\_\_\_ acres located at  
\_\_\_\_\_, and further identified  
**[Insert Address of Property]**  
as assessor parcel number \_\_\_\_\_ and legally described as follows:  
**[Insert Parcel Number]**

**[Legal Description is attached hereto as Exhibit A]**  
Said property is hereinafter referred to as the "Property."  
Owner hereby appoints \_\_\_\_\_  
**[Insert Agent's Name. If the Agent Is a Company, Insert Company Name Only]**

hereinafter referred to as "Agent," to act on Owner's behalf in relation to the Property in obtaining approvals from Pinal County for any necessary amendment to Pinal County's Comprehensive Plan; zone changes; planned area development overlay districts; platting of the subject property; special use permit or industrial use permit; and to file applications and make the necessary submittals for such approvals.

Owner consents and agrees to be bound by all stipulations agreed to by this Agent in connection with any of above-referenced processes.

**[Individual PROPERTY OWNER signature block and acknowledgment. DO NOT SIGN HERE IF SIGNING AS AN OFFICER OF A CORPORATION ON THE NEXT PAGE.]**

\_\_\_\_\_  
**[Signature]**

\_\_\_\_\_  
**[Signature]**

\_\_\_\_\_  
**[Address]**

\_\_\_\_\_  
**[Address]**

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
\_\_\_\_\_) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_, \_\_\_ by \_\_\_\_\_  
**[Insert Name of Signor(s)]**

My commission expires \_\_\_\_\_

\_\_\_\_\_

Printed Name of Notary

Signature of Notary Public

**Corporate PROPERTY OWNER signature block and acknowledgment the appropriate corporate officer or trustee signs this signature block NOT the block on the previous page.**

\_\_\_\_\_  
*[Insert Company or Trustee's Name]*

By: \_\_\_\_\_  
*[Signature of Authorized Officer or Trustee]*

Its: \_\_\_\_\_  
*[Insert Title]*

Dated: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_, \_\_\_\_\_ of \_\_\_\_\_, an \_\_\_\_\_  
*[Insert Signor's Name]* *[Insert Title]*  
*[Insert Name of Company or Trust]* *[Insert State of Incorporation, if applicable]*

and who being authorized to do so, executed the foregoing instrument on behalf of said entity for the purposes stated therein.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**ALTERNATE: Use the following acknowledgment only when a second company is signing on behalf of the owner:**

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me, the undersigned, personally appeared

\_\_\_\_\_  
*[Insert Signor's Name]* Who acknowledged himself/herself to be

\_\_\_\_\_  
*[Title of Office Held]* of \_\_\_\_\_  
*[Second Company]*

As \_\_\_\_\_ for \_\_\_\_\_, and who being  
*[i.e., member, manager, etc.]* *[Owner's Name]*

Authorized to do so, executed the foregoing instrument on behalf of said entities for the purposes stated therein.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Signature of Notary

## **E-Submittal Requirements:**

**All Zoning Case reviews must be submitted digitally through the online permitting portal using the following naming convention:**

### **ePlan Reviews**

Plans can be submitted electronically through the Citizen Access Portal, which can be found at <https://citizenaccess.pinalcountyz.gov/CitizenAccess/> When plans are submitted through the ePlan review system, they **MUST** be in **one multi-page PDF** and use following naming format:

*Review Type #\_Plan Type*. For example:

- First Submittal Review
  - SUB1\_Application
  - SUB1\_PAD Book or Narrative
  - SUB1\_TIA
  - SUB1\_ALTA
  - SUB1\_Drainage Report...etc
  - SUB1\_...etc
  
- Second Substantive Review (only resubmit items that are being amended)
  - SUB2\_Application
  - SUB2\_Drainage Report
  - SUB2\_TIA
  - SUB2\_ALTA
  - SUB2\_...etc

*\* Documents that are uploaded which do not follow the appropriate naming convention will be rejected.*

*\* Online submittals are subject (up to) a 5 day processing timeframe for invoicing based on uploaded documents please do not pay until your staff coordinator has provided a fee amount*