



**Community Development Department**

7501 E. Civic Circle  
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**SIGN PERMIT APPLICATION**

**CONSTRUCTION ADDRESS:** \_\_\_\_\_ **PERMIT#:** \_\_\_\_\_

**PARCEL #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **UNIT#:** \_\_\_\_\_ **LOT#:** \_\_\_\_\_

**NEW/PROPOSED BUSINESS NAME:** \_\_\_\_\_

**OWNER'S NAME:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

*\*Please be advised that information supplied on this application is public record and may be released upon request.*

**CONTRACTOR:**

**BUSINESS NAME:** \_\_\_\_\_ **BUS. LIC. #:** \_\_\_\_\_

**CONTRACTOR'S LIC. #:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_

**FAX #/EMAIL** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**SIGN TYPE:**

**New/Additional Signage:**  Yes  No **Replacement Signage:**  Yes  No **Electricity:**  Yes  No

Free Standing: **SQ. FOOTAGE:** \_\_\_\_\_ **HEIGHT:** \_\_\_\_\_

Building Mounted: **FRONT:** \_\_\_\_\_ sq. ft. **REAR:** \_\_\_\_\_ sq. ft.

**SIDE:** \_\_\_\_\_ sq. ft. (L) **SIDE:** \_\_\_\_\_ sq. ft. (R)

Other: **SQ. FOOTAGE:** \_\_\_\_\_ **HEIGHT:** \_\_\_\_\_

Existing sign sq. ft.: \_\_\_\_\_

Linear Feet of Building: \_\_\_\_\_ **VALUATION: \$** \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Section 13-23-100 Permits.**

**A. Permits Required:**

1. It shall be unlawful for any person to display, install, alter, relocate or replace any sign without first obtaining a permit to do such work.
2. Signs not requiring permits: Sign permits shall not be required for name plate signs, temporary real estate/construction/subdivision signs, temporary political signs, garage sale signs, copy changes on reader panels, or for minor repairs or repainting of any permitted sign.
3. Applications for permit:
  - a. The application for permit shall be made by the owner, tenant, or lessee of the property for which the sign is proposed, or his authorized agent or contractor licensed by the State of Arizona. Applications shall be made in writing on forms furnished by the Planning and Zoning Department and shall be signed by the applicant.
  - b. The application for permit shall include:
    - (1) Site plan indicating the location of the sign in relation to right-of-way, easements, buildings and driveways.
    - (2) Drawings indicating the dimensions of the sign, sign copy, materials and method of construction, and attachment to the building and a rendering indicating proposed sign placement.
    - (3) The address of the proposed sign location, the owner of the sign, the owner of the property, and the person or firm erecting the sign, and an estimate of the cost of the work.
    - (4) Indicate dimensions and locations of all existing signage on property.
  - c. An approved insignia shall be placed on all signs at the time of final inspection by the inspector.
4. Sign permit fee schedule:
  - a. **Permit fees: There shall be a charge of one and one-half percent (1 ½%) of the value of the sign plus fifteen cents (15) per square foot or fifteen dollars (\$15.00), whichever is greater.**
  - b. Double fees: The sign permit fees established in Subparagraph 13-23-100(A) (4) (a) above shall be doubled in the event that any sign is installed prior to the issuance of a sign permit.

(Ord. No. 220, Enacted, 12/14/89; Ord. No. 375, Amended, 12/28/95; Ord. No. 542, Rep&ReEn, 04/10/03)

# TOWN OF PRESCOTT VALLEY PLOT PLAN

PLEASE INDICATE NORTH

PERMIT #: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

## CERTIFICATION

I/We certify that the proposed construction will conform to the dimensions and uses shown and that no changes will be made without first obtaining approval. All structures (including fences, walls and pads), correct setback distances, legal access and easements, cuts, fills, drainage and any water course on or adjacent to the property within 20 feet of any proposed or existing structure has been indicated.

\_\_\_\_\_  
Signature of owner or authorized representative

\_\_\_\_\_  
Date

## **ALL SIDE YARD SETBACKS MEASURED TO ROOF DRIP LINE**

(Show roof drip line with dashed line and indicate side yard setback to roof drip line)

**SUGGESTED SCALE: 1 INCH EQUALS 20 FEET**

**TOWN OF PRESCOTT VALLEY – PLOT PLAN EXAMPLE**

**What is the purpose of site plan/plot plan requirements?**

Site Plan/Plot Plan requirements enable the Planning and Zoning Department to provide detailed review where new developments will occur to minimize land use conflicts, prevent incompatible uses and ensure that the standards and purposes of the Zoning District are met.

**When is a site plan/plot plan required?**

A site plan/plot plan is necessary for any building, structure or use to be constructed in any Zoning District in the Town. No building permit will be issued until the proposed site plan/plot plat has been approved by the Planning and Zoning Department.

**What information is contained on a site plan/plot plan?**

Any application for a building permit should include a site plan/plot plan drawn to scale, or fully dimensioned, indicating precisely what is planned for the property, including the following information:

1. Northerly direction.
2. Lot or parcel dimensions.
3. All buildings and structures existing and proposed, including dimensions.
4. All building setbacks and space between buildings.
5. Indicate roof drip line with dashed line.
6. Location and name of adjacent streets.
7. Location of sewer line, incoming water yard line and meter, electric yard line and meter and gas yard line and meter.
8. Location of water courses or floodplain, if applicable.
9. Location and dimension of easements.

**What information is contained on a multi-family, commercial, industrial or public development site plan/plot plan?**

The following information is required for the applications listed above:

1. Landscaping as required by Zoning Ordinance.
2. Off-street parking, site access and circulation areas as required by Zoning Ordinance.
3. Pedestrian and service access and areas.
4. Location of exterior lighting.
5. Location of all signage.
6. Location of outside storage and activities.
7. Location of fire hydrants, if applicable.
8. Any other information that may assist Staff in determining the effect of the development on surrounding property.

