

TOWN OF SPRINGERVILLE SIGN PERMIT APPLICATION

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

SITE ADDRESS:	
PARCEL #:	ZONING CLASSIFICATION:
BUSINESS/ENTITY NAME:	
CONTACT NAME:	CONTACT PH. #:
PROPERTY OWNER:	OWNER PH. #:
PROPERTY OWNER MAILING ADDRESS (INCLUDE CITY, STATE, ZIP CODE):	
SIGN TYPE: ILLUMINATED _____ NOT ILLUMINATED _____	
ADOT PERMIT # (IF APPLICABLE) :	
CONTRACTOR BUSINESS NAME:	
CONTACT NAME:	LICENSE #:
CONTRACTOR MAILING ADDRESS:	PHONE #:
CITY, STATE, ZIP CODE:	EMAIL ADDRESS:

SUBMITTAL OF THIS APPLICATION CONSTITUTES CONSENT OF THE APPLICANT IN GRANTING TOWN OF SPRINGERVILLE STAFF ACCESS TO THE SUBJECT PROPERTY DURING THE COURSE OF PROJECT REVIEW. NO FURTHER CONSENT OR NOTICE SHALL BE REQUIRED.

I HEREBY CERTIFY THAT THE INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT, AND AGREE TO ABIDE BY THE REGULATIONS OF THE TOWN OF SPRINGERVILLE AND THE STATE OF ARIZONA

APPLICANT SIGNATURE _____ DATE _____

PRINTED NAME _____

FOR OFFICE USE ONLY			
APPLICATION RECEIVED DATE:	RECEIVED BY:		
REVIEWED BY:	DATE:	APPROVED _____	DENIED _____
FEES RECEIVED BY:	DATE:		

TOWN OF SPRINGERVILLE

SIGN PERMIT APPLICATION CHECKLIST

REQUIREMENTS:

- _____ A SITE PLAN, DIAGRAM, OR DRAWING DETAILING LOCATIONS WHERE SIGN(S) WILL BE INSTALLED (PLEASE INCLUDE ANY EXISTING SIGNS, STRUCTURES AND LANDSCAPING)
- _____ COLOR DIAGRAM OR ILLUSTRATION OF THE ARTWORK, DESIGN OF THE SIGN, INCLUDE MATERIALS USED AND MEASUREMENTS
- _____ DIAGRAM SHOWING HOW THE SIGN WILL BE MOUNTED OR SUPPORTED, OR ATTACHED TO THE STRUCTURE
- _____ IF THE SIGN IS ILLUMINATED, ATTACH A DIAGRAM SHOWING ELECTRICAL CONNECTIONS AND WIRING DETAIL, AND SOURCE OF THE ILLUMINATION

REMEMBER:

- _____ IF YOU ARE GOING TO BE DOING ANY DIGGING, PLEASE MAKE SURE YOU CONTACT ARIZONA BLUE STAKE (ARIZONA 811) TO HELP LOCATE ANY OTHER UTILITY LINES
- _____ PLEASE CALL 24-HOURS BEFORE TO SCHEDULE INSPECTIONS

REGULATIONS

THE FOLLOWING ARE COMMON REGULATIONS APPLICABLE TO SIGNS IN ALL ZONING DISTRICTS, FOR A COMPLETE LISTING OF ALL SIGN REGULATIONS PLEASE SEE SPRINGERVILLE MUNICIPAL CODE CHAPTER 17.100 "SIGNS"

- NO SIGN SHALL BE CONSTRUCTED OR ERECTED IN SUCH A MANNER AS TO INTERFERE IN ANY WAY WITH, OR CONFUSE, VEHICULAR OR PEDESTRIAN TRAFFIC OR PRESENT A TRAFFIC HAZARD
- LIGHTING SHALL BE SO INSTALLED AS TO AVOID ANY GLARE OR REFLECTION INTO ANY BUILDING USED FOR RESIDENTIAL PURPOSES, OR INTO ANY STREET, ALLEY OR DRIVEWAY IF SUCH GLARE OR REFLECTION MIGHT CREATE A TRAFFIC HAZARD. ALL EXPOSED NEON, FREON, INCANDESCENT OR SIMILAR TYPE OF ILLUMINATION SHALL BE NOT LESS THAN TEN (10) FEET ABOVE GRADE. BELOW TEN (10) FEET, ANY SUCH LIGHTING SHALL BE SHIELDED BY TRANSPARENT OR TRANSLUCENT PROTECTIVE MATERIAL
- NO SIGN SHALL HAVE AUDIBLE DEVICES
- ALL SIGNS SHALL BE CONSTRUCTED, DESIGNED OR ATTACHED TO STRUCTURES IN CONFORMANCE WITH THE BUILDING CODE ADOPTED BY THE TOWN OF SPRINGERVILLE
- ENTRANCE, EXIT AND DIRECTIONAL SIGNS. TWO UTILITY SIGNS NOT MORE THAN TWO (2) SQUARE FEET EACH DENOTING "ENTRANCE" OR "EXIT" SHALL BE PERMITTED IF NECESSARY FOR THAT PURPOSE.
- HEIGHT LIMITATIONS AT STREETS, DRIVEWAYS AND SIDEWALKS. WHEN LOCATED WITHIN A DISTANCE OF TWENTY-FIVE (25) FEET FROM A STREET OR DRIVEWAY, OR WITHIN TWO (2) FEET FROM A SIDEWALK, NO SIGN

SHALL BE PLACED BETWEEN A HEIGHT OF THREE (3) FEET AND SEVEN (7) FEET ABOVE THE LEVEL OF SAID STREET, DRIVEWAY OR SIDEWALK. WHEN LOCATED OVER A SIDEWALK, NO PART OF THE SIGN SHALL BE LESS THAN EIGHT (8) FEET ABOVE SAID SIDEWALK. WHEN LOCATED OVER ANY DRIVEWAY, NO PART OF ANY SIGN SHALL BE LESS THAN FOURTEEN (14) FEET ABOVE SAID DRIVEWAY.

- NO SIGN SHALL OBSTRUCT ANY DOOR OR FIRE ESCAPE OF ANY BUILDING.
- NO SIGN SHALL EXCEED A HEIGHT OF SIXTEEN (16) FEET ABOVE GRADE.

REVIEW PROCEDURE:

THE ZONING ADMINISTRATOR SHALL HAVE TEN (10) WORKING DAYS FROM SUBMISSION OF THE PLAN OR APPLICATION TO REVIEW AND APPROVE, CONDITIONALLY APPROVE, OR DENY SAID PLAN OR APPLICATION BASED ON ITS COMPLIANCE WITH ALL ORDINANCES AND MASTER PLANS OF THE TOWN, AND TO NOTIFY THE DECISION EITHER VERBALLY OR IN WRITING. THE ZONING ADMINISTRATOR MAY CHOOSE TO OBTAIN THE OPINION OF THE PLANNING AND ZONING COMMISSION; IN WHICH CASE A DECISION MUST BE RENDERED WITHIN FIVE (5) DAYS OF COMMISSION REVIEW, THE DECISION SET FORTH IN DETAIL, THE REASONS FOR DENIAL, OR IN THE EVENT OF A CONDITIONAL APPROVAL, THE CHANGES OR ADDITIONS WHICH ARE NECESSARY TO MAKE THE PLAN ACCEPTABLE.

ALL COPIES OF THE APPROVED PLAN, WITH ANY CONDITIONS SHOWN THEREON, OR ATTACHED THERETO, SHALL BE DATED AND SIGNED BY THE ZONING ADMINISTRATOR. ONE COPY OF SAID APPROVED PLAN AND CONDITIONS MAY BE MAILED TO THE APPLICANT AND ONE COPY SHALL BE FILED WITH THE BUILDING INSPECTOR.

EXPIRATION:

- A. SIX MONTHS FROM THE DATE OF APPROVAL A PLAN OR APPLICATION BECOMES VOID IF A BUILDING PERMIT HAS NOT BEEN ISSUED
- B. AN EXTENSION OF APPROVAL MAY BE GRANTED IF THE APPLICANT FILES FOR AN EXTENSION PERIOD PRIOR TO THE EXPIRATION AND THE EXTENSION IS GRANTED.

TOWN OF SPRINGERVILLE

PERMITS REQUIRED

AN APPLICATION RESULTING IN A BUILDING PERMIT AND INSPECTIONS IS REQUIRED FOR MOST RESIDENTIAL PROJECTS. FOR EXAMPLE, ANTHING HAVING TO DO WITH STRUCTURAL, ELECTRICAL, PLUMBING OR FOUNDATIONS. A LICENSED GENERAL CONTRACTOR MAY HAVE TO OVERSEE THE PROJECT, AND ADDITIONAL SUBCONTRACTORS MAY BE REQUIRED FOR ELECTRICAL, PLUMBING, OR HVAC INSTALLATIONS.

IT IS THE HOMEOWNER/PROPERTY OWNER'S RESPONSIBILITY TO PROVIDE ACCEPTABLE PLANS OR INFORMATION TO OBTAIN A BUILDING PERMIT FOR:

- ALL NEW RESIDENTIAL BUILDINGS
- ELECTRICAL RECONNECTIONS, SERVICE INCREASES, PANEL REPLACEMENT OR REPAIR
- ALL PLUMBING
- WATER HEATER INSTALLATION (INCLUDING REPLACEMENTS)
- GAS LINE PRESSURE TESTS (NEW OR REPLACEMENT LINES)
- FURNACES, HEAT PUMPS, AIR CONDITIONERS OR EVAPORATIVE COOLERS (NEW ONLY). NOTE: LOAD AND SIZING CALCULATIONS ARE REQUIRED FOR NEW **AND** REPLACEMENT HVAC EQUIPMENT.
- ALL RESIDENTIAL WALLS OR FENCES MUST HAVE A SITE PLAN REVIEW FOR ZONING COMPLIANCE. ADDITIONALLY, WALLS AND FENCES OVER 6 FEET TALL REQUIRE A BUILDING PERMIT WITH A STRUCTURAL ENGINEERED DESIGN.
- METAL, AND SOME PRE-ASSEMBLED BUILDINGS, REQUIRE STAMPED ENGINEERED PLANS
- PORCHES, ADDITIONS, OR GARAGES
- REMODELING OF EXISTING STRUCTURES THAT INCLUDE PLUMBING, ELECTRICAL, FOUNDATION, OR STRUCTURAL CHANGES
- DEMOLITION OF EXISTING STRUCTURES

THE PLANNING AND ZONING DEPARTMENT WILL REVIEW PLANS OR APPLICATION SUBMITTED BY THE CUSTOMER, BUT WE CANNOT DESIGN THE PLANS FOR YOU. IF YOU NEED HELP IN DESIGNING A PLAN, YOU WILL NEED TO CONTACT A DESIGN PROFESSIONAL. PLEASE NOTE ALL PLANS SUBMITTED WILL NEED TO CONFORM TO THE CURRENT TOWN BUILDING CODE. FOR PROPERTY DEVELOPMENT STANDARDS, PLEASE CONTACT THE PLANNING AND ZONING DEPARTMENT.

RENTAL UNITS ARE CONSIDERED COMMERCIAL PROPERTY AND ALL COMMERCIAL PERMITS WILL REQUIRE A COMMERCIAL LICENSED CONTRACTOR.

WORK THAT HAS ALREADY BEEN COMPLETED WITHOUT A PERMIT:

IT IS POSSIBLE TO OBTAIN A PERMIT FOR WORK THAT HAS ALREADY OCCURRED, HOWEVER THE SAME REQUIRES WILL APPLY AS ABOVE. DEPENDING ON CIRCUMSTANCES, ACCORDING TO TOWN CODE, YOU MAY ALSO BE CHARGED DOUBLE THE ORIGINAL PERMITTING FEE FOR DOING THE WORK WITHOUT OBTAINING A BUILDING PERMIT FIRST.