Comprehensive Sign Package
Application Checklist

- ❑ The application must be executed by the owner(s) of the subject property or an authorization letter executed by the owner(s) of the subject property shall be provided stating that the applicant is authorized to represent the property owner(s) in this application.

- ❑ One (1) digital copy of the entire application. Each document needs to be saved on a cd in .pdf format in accordance with the following the naming convention:
    1. Owner Authorization Letter [CSP-OAL.PDF]
    2. Completed Application Checklist[CPSP-CKLST.PDF]
    3. Narrative [CSP-N.PDF]
    4. Comprehensive Sign Package document [CSP-CSPD.PDF]

- ❑ Two (2) copies of a Project Narrative providing a general, but thorough, description of what is being proposed on the property.

- ❑ Two (2) copies of a Comprehensive Sign Package document that sets forth the proposed signage design standards for the property, including the following:
    1. Project name and address;
    2. A general description and discussion of the development project, the purpose and scope of the Sign Package, and the design theme for the proposed signage;
    3. A detailed list of each type of sign to be permitted in the development (for example):
        a. Wall;
        b. Monument;
        c. Directory/Directional;
        d. Arcade; and,
        e. Window;
    4. For each type of proposed sign provide the following:
        a. Details of signage information and provisions shall be provided identifying their function, location, permitted sign copy area (i.e. maximum individual and aggregate sign areas per business), size and height, color palettes, illumination, directional arrow details, project and business logos, and all other appropriate sign specifications;
        b. A color graphic of each type of sign, drawn to scale, identifying its design, color palette, font style and letter size, illumination, materials, and sample sign copy area;
        c. A proposed Site Plan drawing (can be multiple sheets if needed) that includes the following information and complies with the following requirements:
            i. Project Title;
            ii. Address or description of general location of the subject property, including the Maricopa County Assessor Parcel Number (APN);

iii. Vicinity map showing relationship of the proposed development to the nearest existing and planned arterial and major streets and oriented in the same direction as the site plan (not to scale);
iv. Boundary of the property (dimensioned);
v. Area of the property (acreage and square feet);
vi. North arrow noted on the site plan;
vii. Scale of drawing noted;
viii. Provide a legend with appropriate abbreviation and drawing symbol explanations;
ix. Location of all existing streets and/or alleys, right-of-way, type of improvements on or adjacent to the property;
x. Location and width of all existing driveways on the property and within 150 feet of the boundaries of the property;
xi. Location and width of all proposed driveways including sight visibility triangles;
xii. Location of existing buildings on property; and,
xiii. Locations of all proposed monument sign locations;

- ❑ Application Fees: $1,750
  Amendment $875