

CITY OF MARICOPA

PROUD HISTORY • PROSPEROUS FUTURE



TEMPORARY SIGNS GUIDE



DEVELOPMENT SERVICES
DEPARTMENT

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All temporary signage including banners, flying banners/feather flags, a-frame, and t-frame signs require a Temporary Sign Permit prior to being placed on display, unless otherwise stated by the City of Maricopa Zoning Code, Section 18.115.120.

DEFINITIONS

A-Frame Sign

A form of temporary sign constructed of two panels to form a point and resembling the shape of the letter “A.” Also known as a “sandwich board” sign.



T-Frame Sign

A form of temporary sign constructed of one sign panel (often double-sided) on top of either a flat platform or two support legs and resembling the letter “T.”

Animated Sign

Any sign or part of a sign which changes physical position by any movement, rotation, or undulation or by the movement of any light used in conjunction with a sign such as blinking, traveling, flashing, or changing degree of intensity of any light movement other than burning continuously. **Animated signs are not permitted by the City of Maricopa.**

Banner Sign

A temporary sign of fabric, plastic, or other light pliable material not enclosed in a rigid frame.



Construction Sign

A temporary sign, limited to the period of construction, erected on a premises of an existing construction project, and designating the architect, contractor, designer, engineer, financier, or name and nature of the project.

Fixed Balloon

Any air- or gas-filled inflatable object ground-mounted or attached by a tether to a fixed place. **Fixed balloons are not permitted by the City of Maricopa.**

Open House Directional Sign

A sign used to advertise the sale of a house and direct traffic to the house for sale. *Up to six (6) open house directional signs may be placed off-site without a temporary sign permit. Said signs shall be displayed only during the hours that the single-family residence is open and shall not exceed six square feet in area per sign.*

Political Sign

A temporary sign which supports any candidate for public office or urges action for or against any other matter on the ballot of primary, general, or special elections.

Portable Sign

A temporary sign not affixed to a structure or ground mounted on a site. It rests on the ground and consists of two sign faces, i.e., but not limited to, A-frame signs.

Sight Visibility Triangle

The area of visibility on a street corner to allow for safe operations of vehicles, pedestrians, and cyclists in the proximity of intersecting streets, rail lines, sidewalks, and bicycle paths. **No signage is allowed within a sight visibility triangle.**

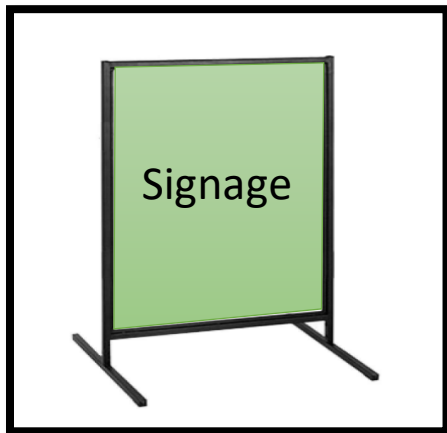


EXAMPLES:



A-Frame Sign

A form of temporary sign constructed of two panels to form a point and resembling the shape of the letter “A.”



T-Frame Sign

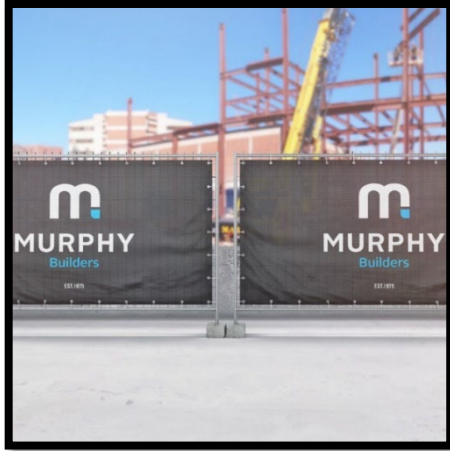
A form of temporary sign constructed of one sign panel (often double-sided) on top of either a flat platform or two support legs and resembling the letter “T.”



Banner Sign

A temporary sign of fabric, plastic, or other light pliable material not enclosed in a rigid frame.





Construction Sign

A temporary sign, limited to the period of construction, erected on a premises of an existing construction project.



Fixed Balloon

Any air- or gas-filled inflatable object ground-mounted or attached by a tether to a fixed place. **These are not allowed as temporary signage.**



Flying Banner Sign

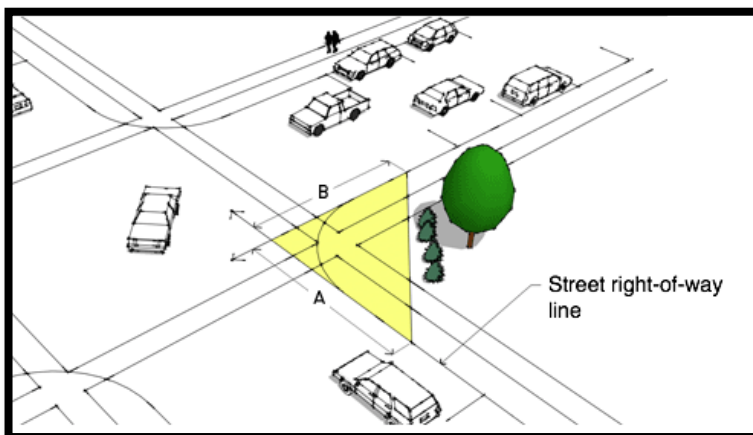
A temporary sign of fabric, plastic, or other light pliable material that is allowed to move with the wind.





Political Sign

A temporary sign which supports any candidate for public office or urges action for or against any other matter on the ballot of primary, general, or special elections.



Sight Visibility Triangle

The area of visibility on a street corner to allow for safe operations of vehicles, pedestrians, and cyclists in the proximity of intersecting streets, rail lines, sidewalks, and bicycle paths.



Table 18.115.120.A Temporary Signs: General Criteria and Limitations by Zoning District

Zoning Districts	Residential	Nonresidential	Transportation Corridor and Mixed Use Heritage Overlay
Maximum Number of Signs Per Parcel	1 ¹	2	2
Maximum Sign Area	6 square feet	32 square feet	32 square feet
Maximum Sign Height, Freestanding ²	4 feet	4 feet	4 feet
Maximum Sign Height, Wall Sign	4 feet	4 feet	4 feet
Minimum Setback From Right-of-Way (ROW) ³	10 feet	10 feet	10 feet
Minimum Spacing From Any Other Sign (Temporary or Permanent) ²	20 feet	30 feet	30 feet
Permit Required	No	Yes	Yes
Permission of Owner Required	Yes	Yes	Yes
Allowed Within Sight Visibility Triangle	No	No	No
Allowed on Public Sidewalk	Only A-frames and no more than 1/3 of the width of a public sidewalks may be obstructed and must provide at least 5 feet of sidewalk clearance.		
Movement Allowed	No	No	No
Allowed on Roof	No	No	No
Duration ⁵	No more than 120 days per year in the aggregate		



REGULATIONS

1. In single-family residential zoning districts, each single-family residential use with at least one principal structure may place up to six off-site temporary signs on private property for the purpose of directing the public to a residential activity (e.g., real estate open house, garage/yard sale, estate sale). Said signs shall be displayed only during the hours that the single-family residence is open for public inspection and shall not exceed six square feet in area per sign.



No permit is required for these if located in a residential zoning district.

2. Not applicable to signs displayed on flagpoles.
3. Minimum sign setbacks are measured from the edge of the property line. Setbacks do not apply to wall signs or signs affixed to a temporary construction fence.
4. A temporary sign may be displayed as a ground sign, or a wall sign inclusive of a window sign.
5. Construction sites with an active building permit shall be allowed to display one banner sign per contractor upon completion of the building or when a certificate of occupancy is issued.



Banner Signs

The following are the general requirements and regulations for banner signs:

Table 18.115.120.C Banner Signs: Criteria and Limitations

Maximum Number of Banner Signs Per Parcel/Organization	1
Maximum Sign Area	32 square feet
Sign Height Maximum if Displayed as a Freestanding Sign	8 feet
Minimum Sign Setback if Displayed as a Ground Sign ¹	3 feet
Minimum Spacing From Any Other Sign (Temporary Sign or a Permanent Sign)	30 feet
Permit Required	Yes
Incorporation of Fluorescent Color	No
Allowed on Public Sidewalk or ROW	No
Allowed Within Sight Visibility Triangle	No
Duration	No more than 120 days per year in the aggregate
Duration Allowed After Conclusion of an Event if the Sign Pertains to an Event	1 day
Movement Allowed ²	Yes
Duration	During hours when organization is open

1 Minimum sign setbacks are measured from the edge of the property line. Setbacks do not apply to a banner sign displayed on walls.

2 Movement is allowed for a flying banner sign, but is not allowed for a banner sign.



Banner Signs



Maximum Size

Banners must be a maximum of 32 square feet in area.



Placement

Banners may be placed on building walls/façades, or may be freestanding. They may not be placed on sidewalks or rights-of-way.



Construction Banners

Construction sites with an active building permit shall be allowed to display one banner sign per contractor upon completion of the building or when a certificate of occupancy is issued.



Flying Banner Signs

The following are the general requirements and regulations for flying banner signs:

Table 18.115.120.D Flying Banner Signs: Criteria and Limitations

Maximum Number of Flying Banner Signs	1 per parcel or organization ^{1 2}
Maximum Sign Area	12 square feet
Sign Height	15 feet
Minimum Setback	4 feet from edge of curb, or a distance equal to the height of the flying banner sign, whichever is greater.
Minimum Distance From an Access Drive or Street Intersection	30 feet
Minimum Distance From Another Flying Banner Sign, A-Frame or T-Frame Sign	30 feet
Permit Required	Yes
Allowed on Public Sidewalk or ROW	No
Allowed Within Sight Visibility Triangle	No
Duration	No more than 120 days per year in the aggregate.
Duration Allowed After Conclusion of an Event if the Sign Pertains to an Event	1 day
Movement Allowed	Yes

1 The combined total number of flying banner signs, A-frame signs, and T-frame signs shall not exceed four per organization.

2 Allowed only during hours when organization is open.



A-Frame and T-Frame Signs

The following are the general requirements and regulations for A-frame and T-frame signs:

Table 18.115.120.B A-Frame and T-Frame Signs: Criteria and Limitations

Maximum Number of Signs	1 per organization ¹
Maximum Sign Area	6 square feet
Maximum Sign Height	3 feet
Minimum Setback/Distance From Roadway	10 feet
Maximum Width of Public Sidewalk That the Sign May Obstruct	No more than 1/3 of the width of a public sidewalk and must provide at least 5 feet of sidewalk clearance
Maximum Distance of Sign From Premises ²	10 feet with signs spaced at 30 feet apart
Duration	During hours when organization is open
Permit Required	Yes

1 Only one sign type per organization with a maximum of four signs are permitted.

2 Signs may be allowed at the perimeter of a multiple-tenant commercial/office complex or employment park, but only pursuant to an approved sign plan.



A minimum of 5 feet in clearance must be maintained on all sidewalks. No more than 1/3 of the width of the sidewalk may be obstructed by signage.



A-Frame, and T-Frame Signs



Prohibited Placement

A-Frame and T-Frame signs are prohibited from being placed on raised or painted medians, multi-use trails, or across the street from the organization being advertised.

For any other categories of temporary signs not included in this packet, please refer to the Maricopa City Code, Section 18.115.120 “Temporary Signs.”



PERMITTING PROCESS

Temporary Sign Permit

All temporary signs on display shall have a temporary sign permit associated with them. A temporary sign may be displayed for no more than 120 days per year in the aggregate.

Required Submittals:

- 1. Location - (required)** of all signs, banners, pennants or displays on site map or aerial photo-pdf documents only
- 2. Sign Exhibit - (required)** height & width in inches of each proposed sign (i.e. 120 in x 50 in). Square footage of each proposed sign. Description of materials used for each proposed sign. Lineal footage of leased/owned building frontage. Accurate building(s) elevations showing typical sign locations on buildings
- 3. Owner Authorization Letter – (required)**

Note: Please follow this file naming format when submitting your plans and/or documents:

(Plan Type) – (Project Name) – (Submittal #)

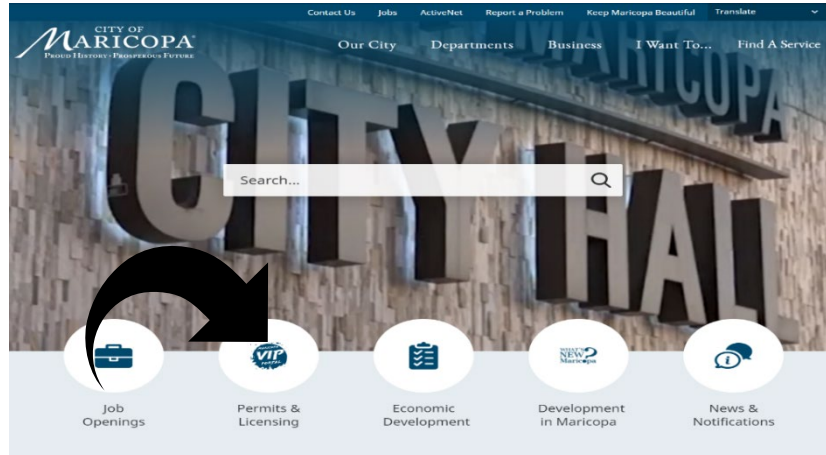
Example: Landscape Plan – The Lofts on Edison – 2nd Submittal

How to Apply:

To complete an application, please click on our [VIP](#) portal. Apply for a Temporary Sign/Banner Permit. Submit the required documents, plans, and [fees](#). You will be contacted once we have reviewed your submission. For information on application fees and review times see the following links below. For questions, please email us at dsd@maricopa-az.gov or call us at 520- 316-6920.

- Development Fees – [Click Here](#)
- Plan Review Times – [Click Here](#)






Then you may click on “My Portal,”



Enter a permit or license number, address, or name SEARCH

Enter at least 2 characters


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Apply Online

Apply online with our quick and easy process


APPLY »



Pay Online

Pay your applications quickly and securely


PAY »



My Inspections

Request an inspection when you are ready

REQUEST »



My Applications

Review your applications and inspection results

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VIEW »

And then you may click “Apply Online” to apply for a permit.

Select the Category: “Planning and Zoning”

Select “Temporary Sign/Banner Permit”

What type of application do you need today?

Select a category to view your options

Planning and Zoning (Signs, Pre-Applications, Zoning, ETC.)

<input type="radio"/> Administrative Zoning Compliance	<input type="radio"/> Annexation
<input type="radio"/> Comprehensive Sign Plan	<input type="radio"/> Conditional Use Permit
<input type="radio"/> Design Review (Residential Standard Plan)	<input type="radio"/> Development Review Permit Major (5001+ SF or 20% of existing building area or 10% façade area)
<input type="radio"/> Development Review Permit Minor (0-5000 sf. or 20% of existing building area or 10% façade area)	<input type="radio"/> Donation Boxes
<input type="radio"/> Fact Finding	<input type="radio"/> Family Child Care (Daycare)
<input type="radio"/> General Plan Amendment	<input type="radio"/> Lot Combination
<input type="radio"/> Lot Splits/Lot Line Adjustment	<input type="radio"/> Minor Land Division (over 2.5 acres)
<input type="radio"/> Mobile Vendor Permit	<input type="radio"/> Planned Area Development
<input type="radio"/> Planned Area Development Amendment	<input type="radio"/> Pre-application Conference
<input type="radio"/> Preliminary Plat Extension	<input type="radio"/> Residential and Group Care Home (1-6 Residents)
<input type="radio"/> Residential and Group Care Home (7-10 Residents)	<input type="radio"/> Rezone/Zone Change
<input type="radio"/> Seasonal Sales	<input type="radio"/> Sign (Monument/Freestanding - 7 ft tall and over)
<input type="radio"/> Sign (Monument/Freestanding - under 7 ft tall)	<input type="radio"/> Sign (Wall Sign 100 SF and over)
<input type="radio"/> Sign (Wall Sign under 100 SF)	<input type="radio"/> Street Name Change
<input type="radio"/> Subdivision Final Plat	<input type="radio"/> Subdivision Final Plat Amendment
<input type="radio"/> Subdivision Preliminary Plat	<input type="radio"/> Temporary Construction Banner
<input type="radio"/> Temporary Construction Sign Permit - SR 347	<input checked="" type="radio"/> Temporary Sign/ Banner Permit
<input type="radio"/> Temporary Use Permit	<input type="radio"/> Text Amendment
<input type="radio"/> Variance Request	<input type="radio"/> Waiver Request
<input type="radio"/> Zoning Permit	



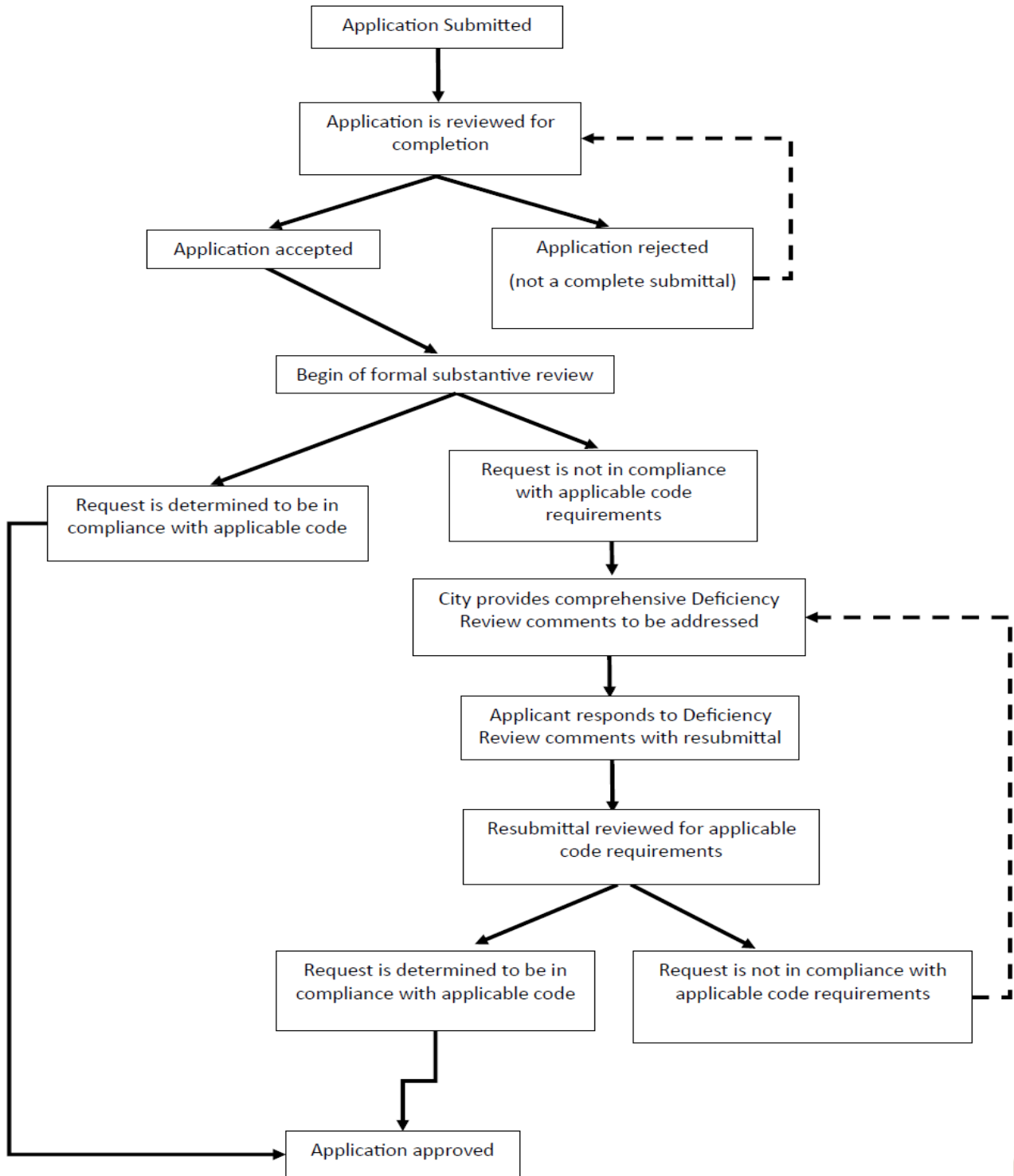
Fill out the application, including the Project Name, Contacts, Details, etc.

In the “Permit Submittals” tab, you will need to upload the following documents:

- **Location Map**
- **Sign Exhibit**
- **Owner Authorization Letter**



Process Flow Chart



REGULATORY BILL OF RIGHTS

This past legislative session (Fiftieth Legislature, First Regular Session), the Arizona Legislature passed Senate Bill 1598. This “Regulatory Bill of Rights” went into effect on July 20, 2011 (with full implementation on December 31, 2012). The rights afforded private regulated parties under the new law are provided below.

A.R.S. § 9-832: REGULATORY BILL OF RIGHTS

TO ENSURE FAIR AND OPEN REGULATION BY CITIES, A PERSON:

- IS ELIGIBLE FOR REIMBURSEMENT OF FEES AND OTHER EXPENSES IF THE PERSON PREVAILS BY ADJUDICATION ON THE MERITS AGAINST A CITY IN A COURT PROCEEDING REGARDING A CITY DECISION AS PROVIDED IN A.R.S. § 12-348.
- IS ENTITLED TO RECEIVE INFORMATION AND NOTICE REGARDING INSPECTIONS AS PROVIDED IN A.R.S. § 9-833 (EFFECTIVE JUNE 30, 2012).
- IS ENTITLED TO HAVE A CITY NOT BASE A LICENSING DECISION IN WHOLE OR IN PART ON LICENSING CONDITIONS OR REQUIREMENTS THAT ARE NOT SPECIFICALLY AUTHORIZED AS PROVIDED IN A.R.S. § 9-834.
- MAY HAVE A CITY APPROVE OR DENY THE PERSON’S LICENSE APPLICATION WITHIN A PREDETERMINED PERIOD OF TIME AS PROVIDED IN A.R.S. § 9-835 (EFFECTIVE DECEMBER 31, 2012).
- IS ENTITLED TO RECEIVE WRITTEN OR ELECTRONIC NOTICE FROM A CITY ON DENIAL OF A LICENSE APPLICATION (EFFECTIVE DECEMBER 31, 2012).
 - THAT JUSTIFIES THE DENIAL WITH REFERENCES TO THE STATUTE, ORDINANCE, REGULATION, DELEGATION AGREEMENT OR AUTHORIZED SUBSTANTIVE POLICY STATEMENT ON WHICH THE DENIAL IS BASED AS PROVIDED IN A.R.S. § 9-835.
 - THAT EXPLAINS THE APPLICANT’S RIGHT TO APPEAL THE DENIAL AS PROVIDED IN A.R.S. § 9-835.
- IS ENTITLED TO RECEIVE INFORMATION REGARDING THE LICENSE APPLICATION PROCESS AT THE TIME THE PERSON OBTAINS AN APPLICATION FOR A LICENSE AS PROVIDED IN A.R.S. § 9-836.
- MAY INSPECT ALL ORDINANCES, REGULATIONS, AND SUBSTANTIVE POLICY STATEMENTS OF A CITY, INCLUDING A DIRECTORY OF DOCUMENTS, AT THE OFFICES OF THE CITY AS PROVIDED IN A.R.S. § 9-837.
- UNLESS SPECIFICALLY AUTHORIZED, MAY EXPECT CITIES TO AVOID DUPLICATION OF OTHER LAWS THAT DO NOT ENHANCE REGULATORY CLARITY AND TO AVOID DUAL PERMITTING TO THE MAXIMUM EXTENT PRACTICABLE AS PROVIDED IN A.R.S. § 9-834.

MAY FILE A COMPLAINT WITH THE CITY COUNCIL CONCERNING AN ORDINANCE, REGULATION OR SUBSTANTIVE POLICY STATEMENT THAT FAILS TO COMPLY WITH A.R.S. § 9832.

