

Regulations of Temporary Signs

Note: Development Services general email, dspermits@maricopa-az.gov

This is a quick reference guide that reflects the [Zoning Code](#), Section 409.12 *Temporary Signs*. The intent of sign provisions is to maximize establishment identification, minimize visual clutter, and maintain a high quality of signs throughout the City. **All signs require a permit, except for Sec. 409.04.**



Banners, Pennants, and Displays for Grand Openings or Temporary Sales Events

NOTE: The following are permitted for a maximum of **30-day periods***. Removal of temp signs is required for **14-days** before the next temporary sign permit can be issued
(*Exception: New Businesses)

Pennants

Placement: On building **ONLY**. Not within the parking area, perimeter landscape, or some other area of the development.

Balloons

Placement: Must be securely fastened.
Shall not project above the roofline
If no building, max project of fifteen (15) feet above grade

Banners

Max Size: Four (4) by eight (8) feet or thirty-two (32) sq. ft.

Placement: Must be placed on building.

Quantity limit: One (1) per street frontage.

New Business? Interim banner(s) can be used until the installation of a permanent sign (with Cert. of Occupancy issued). Permit valid for 90-days; extensions to permit valid for 45-days.

Other Promotional Displays/Signage

Includes: Tear Drop Signs, Inflatable Characters, Tents, etc.

Wind Sail Signs: Special consideration made, see following page.

General Requirements

- **Placement:** Signage and Displays are to remain located on the premises to which they pertain and shall not be placed in public right of way or attached to any street light, light pole, traffic signal pole, or utility pole.
- **Height:** Signage or Displays should never project above the roofline or be placed on the roof.
- **Permit Info:** All temporary signs shall be marked to show permit number and expiration date.

Regulation of Temporary Signs: Wind Sail Signs



Wind-sail signs are considered “other promotional displays” and are subject to review by the Zoning Administrator or his/her designee (Temporary Sign Provisions Section 409.12 (A) (2)).

Wind Sails are treated as temporary event signage and are restricted to permit requirements outlined in Sec. 409.12(A). Home Builder Signs should refer to 409.12(H).

Duration: Maximum of 30 consecutive days. Remove from display for a minimum of 14 consecutive days prior to a new temporary sign permit can be issued.

Max Size: In line with other standards, wind sails signs should not exceed 15 feet in height.

Quantity: One (1) wind sail sign per business.

Placement: Immediately in front of the business, not to exceed 300 feet from the building. Additionally, if the business is located in a commercial center that is maintained by a management association, it is the responsibility of the tenant to verify that the wind sail sign can be placed in the common area shared by other businesses and maintained by the management company.

Prohibited Placement:

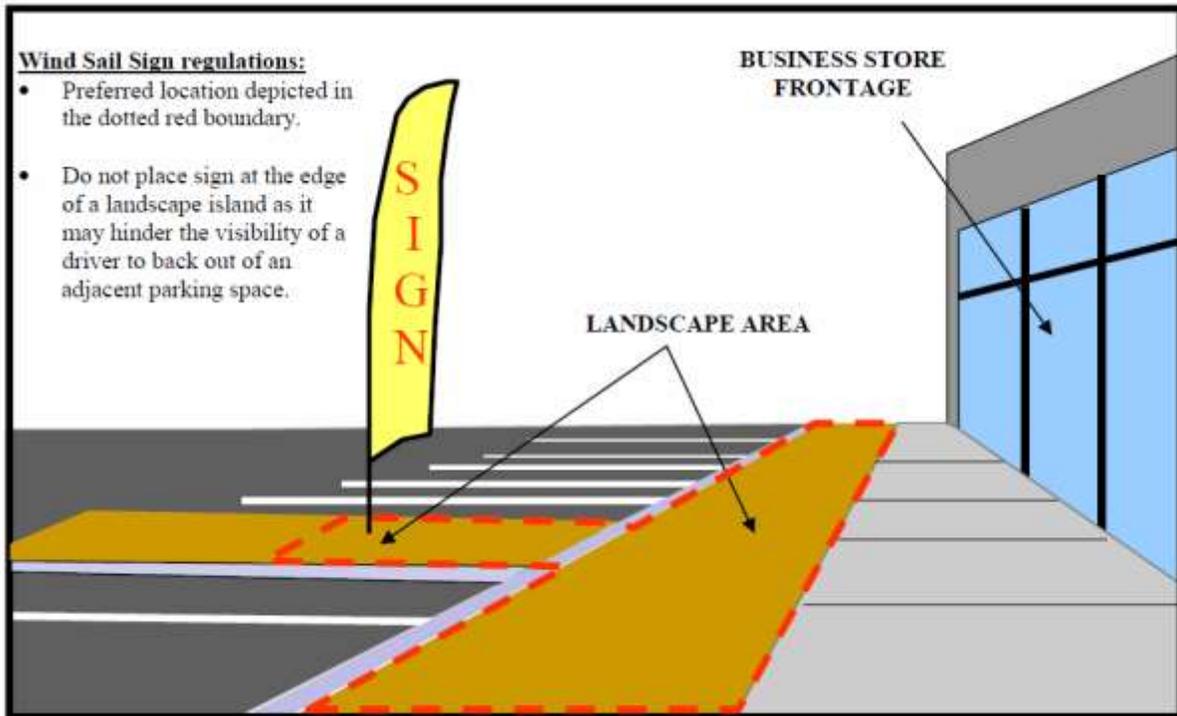
- Within landscape areas adjacent to the Right-of-Way (AASHTO 2001)
- At the edge of landscape islands as it may hinder the visibility of drivers backing from parking space
- Obstructing a parking space or placed on a vehicle within a parking space
- Obstructing a sidewalk or pedestrian walkway

HELPFUL NOTE: For other business sign opportunities, without a limited duration, refer to:

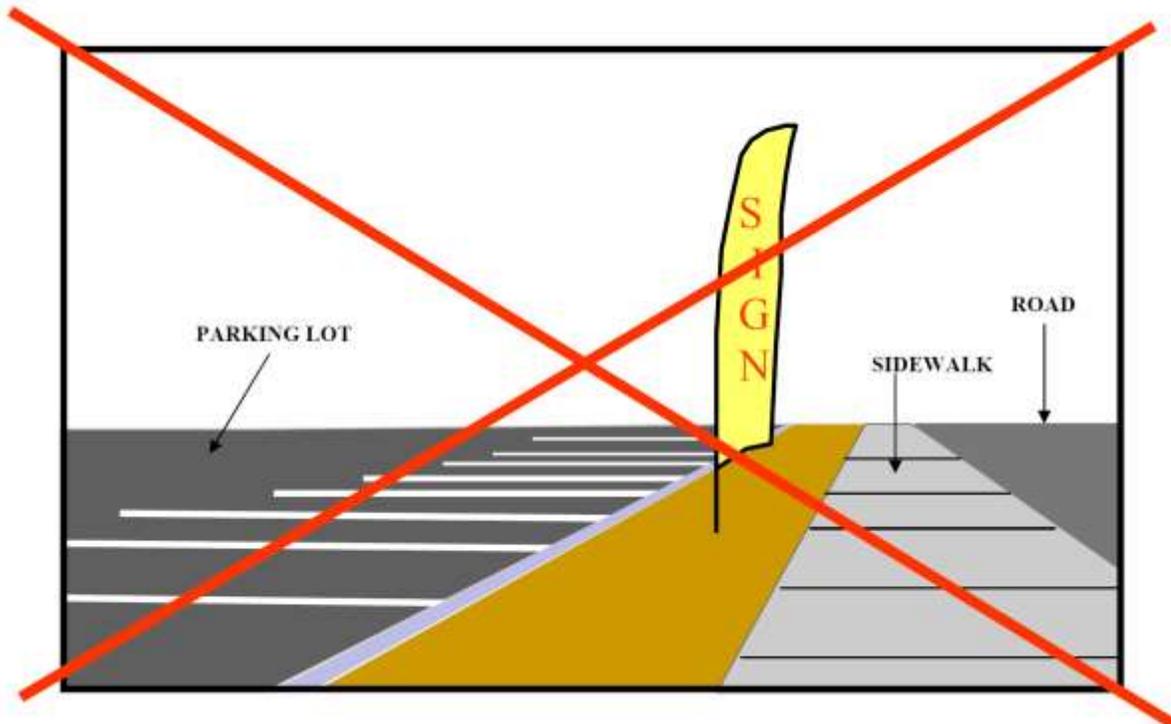
- A-frame Signs, per the [Zoning Code](#), Sec. 409.12(D) *Portable Signs*
- Sign Walkers, per the [Zoning Code](#), Sec. 409.12(I)
- Community Kiosk Signs, per the [Zoning Code](#), Sec. 409.13
- Establish or Amend a Comprehensive Sign Plan (CSP), per the [Zoning Code](#), Sec. 409.15
 - This can provide clear directional signage for navigating larger commercial centers

[See following page for depiction of PREFERRED and PROHIBITED location of wind sail signs]

PREFERRED LOCATION FOR WIND SAIL SIGNS:



PROHIBITED LOCATION FOR WIND SAIL SIGNS:



TEMPORARY SIGN/SALES EVENT PERMIT APPLICATION

Note: Development Services general email, dspermits@maricopa-az.gov

SECTION I: APPLICANT & PRIMARY CONTACT INFORMATION

Applicant Name: _____

Mailing Address: _____

Phone: _____ **Fax:** _____

Primary Contact Name: _____

Phone: _____ **E-mail:** _____

SECTION II: PROPERTY INFORMATION

Name of Property/Shopping Center: _____

Name of Business: _____

Address of Subject Property: _____

SECTION III: SIGN REQUEST INFORMATION

Dates of Use: _____ to _____

Indicate Type of Sales Event (Grand Opening, Sales Event, Other): _____

Type of Temporary Sign Requested: _____

SECTION IV: SUBMITTAL REQUIREMENTS

Please provide the following information for all signage, banners, pennants or displays*:

Office	
Check-in	Applicant
Use Only	Checklist

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Size(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | Quantity |
| <input type="checkbox"/> | <input type="checkbox"/> | Material(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | Location(s) (on a site map or aerial photo, if multiple locations) |
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed Text |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimensioned illustration(s) including locations |
| <input type="checkbox"/> | <input type="checkbox"/> | Fees: \$50.00 per event |

If possible, provide a PDF version of the submittal attachments on CD or USB drive.

*Banners may not exceed thirty-two (32) sq. ft. in size and only one (1) banner is allowed per street frontage

SECTION V: SIGN INFORMATION

TYPE	QUANTITY	TOTAL SQUARE FOOTAGE	DESCRIPTION OF SIGN
<i>Example: Tear Drop Sign</i>	<i>1</i>	<i>12 square feet</i>	<i>Cloth Sign, 6 ft high</i>
1.			
2.			
3.			
4.			

Please provide sketch of proposed signs (balloons, flags, banners, pennants, etc.) with approximate size of each sign.

PLANNING & ZONING DIVISION

Note: Development Services general email, devservices@maricopa-az.gov

Pursuant to ARS 9-835, the City establishes overall permitting time frames during which the City will either grant or deny each type of permit (license) that it issues. The time frame includes an administrative completeness review period to accept or reject the application, and a substantive review period to provide a technical review of the request. The City shall approve or deny the request within the overall time frame listed below, however, should the City extend the review period for additional submittal(s), said extension's shall not exceed 25% of the overall time frame.

Please note: These are projected time frames only and may change due to workload and staffing considerations

Application Type	Administrative Completeness Review	Substantive Review	Total Time Frame
Addressing Request	10 days	20 days	30 days
Administrative Design Review Application	10 days	30 days	40 days
Temporary Use Permit Application	10 days	20 days	30 days
Minor Land Division Application	10 days	10 days	20 days
Sign Permit Application	10 days	10 days	20 days
Lot Split / Lot line Adjustment Application	10 days	20 days	30 days
Temporary Sign Permit Application	5 days	5 days	10 days

PLANNING & ZONING DIVISION

Note: Development Services general email, devservices@maricopa-az.gov

Application Type	Administrative Completeness Review	Substantive Review	Total Time Frame
Variance Application	10 days	20 days	30 days
Conditional Use Permit Application	10 days	35 days	45 days
Zone Change Application	30 days	60 days	90 days
Zoning Text Amendment Application	10 days	10 days	20 days
Zoning Permit (Clearance) Application	10 days	10 days	20 days
Annexation Application	10 days	10 days	20 days
Development Review Permit Application (MAJOR)	10 days	35 days	45 days
Development Review Permit Application (MINOR)	10 days	20 days	30 days
Major/Minor General Plan Amendment Application	30 days	60 days	90 days
Comprehensive Sign Plan Application	10 days	25 days	35 days
Planned Area Development Application	30 days	60 days	90 days

PLANNING & ZONING DIVISION

Note: Development Services general email, devservices@maricopa-az.gov

Preliminary Plat Application	30 days	60 days	90 days
Preliminary Plat Extension Application	10 days	20 days	30 days
Final Plat Application	30 days	60 days	90 days
Final Plat Amendment/Abandonment Application	20 days	30 days	50 days

*The City may request additional information or corrections to the application in lieu of denying the request. In this event, the substantive review time frame and the overall time frame are suspended from the date the request is issued until the date that the municipality receives the additional information from the applicant.

PERMIT & LICENSE APPLICATION PROCESS

1 Customer receives application, Bill of Rights, Time Frames & Checklists online or at City Hall

2 Customer submits complete Application and Fees to Front Counter Representative

3 Front Counter Rep. reviews for initial completeness prior to receiving, then emails reviewing staff of Administrative Review expiration.

4a City accepts application & provides Substantive Review within overall time frame

or

4b City rejects incomplete application w/in Administrative Review time frame - notice of deficiencies issued to applicant

5a City approves application and issues electronic or written approval to applicant

or

5b City denies application OR mutually agree to subsequent re-submittal(s). All subsequent reviews occur w/in 25% of the overall time frame

6 City issues a written or electronic notice granting or denying a license to applicant. If denied, written notice shall include justifications for denial with specific references and an explanation of applicants right to appeal the denial including deadline to submit protest and contact information for questions on appeal process.

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. § 11-1602: 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. § 11-1603 (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. § 11-1604.
- MAY HAVE A CITY APPROVE OR DENY THE PERSON’S LICENSE APPLICATION WITHIN A PREDETERMINED PERIOD OF TIME AS PROVIDED IN A.R.S. § 11-1605 (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. § 11-1605.
 - THAT EXPLAINS THE APPLICANT’S RIGHT TO APPEAL THE DENIAL AS PROVIDED IN A.R.S. § 11-1605.
- 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. § 11-1606.
- 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. § 11-1607.
- 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. § 11-1604.
- MAY FILE A COMPLAINT WITH THE CITY COUNCIL CONCERNING AN ORDINANCE, REGULATION OR SUBSTANTIVE POLICY STATEMENT THAT FAILS TO COMPLY WITH A.R.S. § 11-1602.