## ZONING & PERMIT

1. **Zoning/Class:** C2 General Commercial
   - **Overlay:** Not Applicable
2. **MSP?** No
   - **IF 'Yes', What is process to change?**
3. **CUP?** No
   - **IF 'Yes', What is process to change?**
4. **Cert. of Occupancy required for Sign Permits to be released?** No
5. **Requirements for TENANT doing a name change?** Sign permit
6. **Permit Fees:** $125
7. **Time Frame:** Allow 2 weeks
8. **If Grandfathered, can it be refaced?** Yes
9. **Pocket banners allowed on poles/walls?** No
10. **Double-sided Projecting signs allowed?** No
11. **Any local Assoc. or DOT to approve signs before jurisdiction?** No
12. **Are URL and Phone #'s allowed on signs?** Not specifically prohibited, but all proposals will be subject to case by case review

## VARIANCE INFO

1. **1. Meeting Date:** Meetings held only as needed
   - **2. App. Deadline:** meeting typically held within 1 month of application
2. **3. Processing Time:** Allow 60-90 days
   - **4. Estimated Fees:** $1,000
3. **5. Likelihood of Success**
   - **6. Documents Required:**
   - **3# of Sets**
   - **0.5% EST Building elevations**
   - **x Installation drawings**
   - **x Legal description**
   - **x Engineer Seal**
   - **x Plot plan**
   - **x Photo of existing**
   - **x Graphic Drawings**
   - **x Stress Analysis**

## TEMPORARY SIGNS

1. **1. "Coming Soon" banner allowed?** Yes
   - **2. Permit Required?** Yes
2. **3. Banner Allowable time-frame:** Grand opening 90 days. Other special events, up to 52 days per year
3. **4. Restrictions:** 48 sf max
4. **5. Freestanding Temporary Signs allowed?** Yes
   - **6. Permit Required?** Yes
5. **7. Allowable time-frame for freestanding:** Grand opening 90 days. Other special events up to 52 days per year
6. **8. Restrictions:** 48 sf max

## ATTACHED SIGNS

1. **1. Formula for sqft.**
   - **(Max. SqFt - Main ID & Secondary signs):**
   - **Front wall 1.5 sf per lineal foot of building front. Side and rear walls may have .5 sf per lineal foot of wall width. 150 sf max for all wall signs.**
2. **2. Sq Ft/Elevation:**
   - **Primary:** 1.5 sf per lineal foot of building frontage
   - **Secondary:** .5 sf per lineal foot of wall width
   - **Sides:** .5 sf per lineal foot of wall width
   - **Rear:** .5 sf per lineal foot of wall width
3. **3. Allowances Transferable?** No
4. **4. # allowed:** No max, follow size. Cannot exceed 150 sf max for all
5. **5. Illumination:**
   - **Internal & External**
   - **Backlit faces allowed in cabinet?**
   - **Cabinets only allowed for molded letters or logos**
6. **6. Overall Height:** cannot exceed roofline/height of wall
7. **7. Double-sided Projecting signs allowed?** No
8. **8. Special codes for Attached Signs:** Should reflect southwest design and architecture
9. **9. Special codes for storefront bldg. colors:** No

## CHANNEL LETTERS

10. **10. Formula for sqft.**
    - **(Max. SqFt - Main ID & Secondary signs):**
    - **Front wall 1.5 sf per lineal foot of building front. Side and rear walls may have .5 sf per lineal foot of wall width. 150 sf max for all wall signs.**
11. **11. Sq Ft/Elevation:**
    - **Primary:** 1.5 sf per lineal foot of building frontage
    - **Secondary:** .5 sf per lineal foot of wall width
    - **Sides:** .5 sf per lineal foot of wall width
    - **Rear:** .5 sf per lineal foot of wall width
12. **12. Allowances Transferable?** No
13. **13. # allowed:** No limit, follow size. Cannot exceed 150 sf max for all
14. **Illumination:** *Internal & External*

15. Overall height from top of channel letterset to ground: *cannot exceed roofline/height of wall*

16. **Mounting Restrictions for channel lettersets**
   - Is raceway-mount allowed? Yes x No
   - Is individual-mount allowed? Yes x No

17. **Special codes regarding channel lettersets, ie- color restrictions?** *Should reflect southwest design and architecture*

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### FREESTANDING POLE/PYLON SIGNS

1. **Allowable Sign Size:**
   - **A. Formula** *Not typically allowed. Only considered case by case by Planning Director in situations where there are site limitations.*
   - **B. Max. Sq. Feet:**
   - **C. Max. Per Face**
   - **D. Overall Height:**

2. **# allowed:**

3. **Shared Pylon?**

4. **Min. distance betw. signs:**

5. **Setbacks:**
   - **A. Front:**
   - **B. Side:**

6. **Clearance: grade to sign:**

7. **Illumination:**

8. **Sign Face Restrictions:**

9. **Backlit faces allowed?**

10. **Electric Restrictions:**

11. **Wind Load:**

12. **Stamped Engineering?**

13. **Engineering required to change cabinet on existing steel?**

14. **Design requirements such as pole cover, masonry, Architectural features or landscaping?**

15. **Are billboard-type signs allowed to advertise on-site business?**

16. **Special Restrictions:**

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### MONUMENT SIGNS

1. **Allowable Sign Size:**
   - **A. Formula** *48 sf max per face*
   - **B. Max. Sq. Feet:** *48 sf max per face*
   - **C. Max. Per Face** *48 sf max per face*
   - **D. Overall Height:** *8 feet*

2. **# allowed:** *1 per street frontage (if >600 ft of street frontage, Planning Director will consider 2 per street front plus 1 per additional 300 feet)*

3. **Min. distance betw. signs:** *Not regulated*

4. **Setbacks:**
   - **A. Front:** *Must be on the property and out of ROW*
   - **B. Side:** *Must be on the property and out of ROW*

5. **Illumination:** *Internal & External*

6. **Sign Face Restrictions:** *Not restricted*

7. **Electric Restrictions:** *No blinking, flashing or intermittent illumination*

8. **Wind Load:** *City does not stipulate, state regs indicate 90 mph*

9. **Stamped Engineering?** *No*

10. **Engineering required to change cabinet on existing steel?** *No*

11. **Design requirements such as pole cover, masonry, Architectural features or landscaping?**
    - **Sign must have at 2 ft planter or base matching the architectural character of the main building**

12. **Special Restrictions:** *No*
### READERBOARDS / EMU’s

1. Readerboard types allowed: 
   - Manual
   - LED
   - Both
   - None

2. Readerboards allowed for: 
   - Pylon
   - Monument

3. Size Allowed: 
   - Currently, all changeable copy signs are looked at case by case. Code may be updated in future to specify these types.

4. Is size determined as a separate allowance, or a percentage of entire sign face? 

<table>
<thead>
<tr>
<th>IF LED’s are allowed:</th>
<th>Red</th>
<th>Amber/Yellow</th>
<th>Full Color</th>
<th>No Color Restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Colors <strong>NOT</strong> allowed:</td>
<td>Green</td>
<td>1/3 Full Color</td>
<td>2/3 Red</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   B. If certain colors, ie. red, green, yellow are restricted is a full-color unit prohibited? 
   - Yes
   - No

   Explain:

   C. Operating Restrictions: 
   - No Scrolling
   - Community Message Required
   - No Restrictions
   - No Flashing
   - Time-Temp Required
   - Interval restrictions

   Other (Explain)

   D. Interval/Frequency 
   - Times per 
   - Seconds
   - Minutes
   - Hour
   - Not Stipulated
   - Day

   E. Animation 
   - No animation/moving pictures
   - No graphics
   - No Logos
   - No Restrictions

   Other (Explain)

   F. Is 24-hour operation of LED readerboard allowed? 
   - Yes
   - No
   - With Restrictions

   G. If special use permit or review board required, explain: 
   Planning Director will review case by case. Code does not specifically address yet.

### AWNING SIGNS

1. Do Awnings count toward signage? 
   - Yes, and currently only allowed subject to design review

2. Is Engineer’s Seal Required? 
   - No

### VERIFICATION

1. Has this site document been reviewed by a municipality Head Inspector/Planning Director for accuracy? 
   - Yes, verbally

Contact name and phone or email: 
Sarah Mertins 480-358-3020 sarah.mertins@queencreek.org

2. Based on info presented on this form, is there any reason a sign permit would be denied if signage is follows these guidelines? * 
   - No

* Client understands this form is not an actual sign approval; the appropriate permits must be obtained. City contact does not need to ‘officially’ sign this, but rather indicate that the information contained on this form is accurate to the best of their knowledge as of the date presented.

### NOTES

Sign criteria is reported as presented to us as of the "Completion Date". This provider is not responsible for changes in local sign code after the completion date, nor for the review process, interpretations, calculations or fees of local authorities. It is understood that a permit will be obtained prior to manufacture, if required by authorities.