



# Comprehensive Sign Review Application

Pinal County Community Development  
Planning Division

Chapter 2.145, Section 150; **Flexibility Provisions** of the Pinal County Zoning Ordinance sets forth a procedure, which provides flexibility in the Sign Code for signs, or sign packages not allowed in Chapter 2.145, Sections 030 through 140, or as the result of a stipulation to a zoning approval. The procedures include the use of sign review to receive additional design flexibility for signs.

## Submittal Package

Five (5) copies of the following should be submitted with the sign application to be reviewed by the Sign Review Committee including:

- A justification letter describing the request and how the sign structure, materials, and colors are compatible with the project's building architecture. Include a list in outline form of each sign requested, both freestanding and wall, to include verbiage, area in square feet, and height.
- An inventory and photographs of any or all-existing freestanding signs on site.
- Preliminary Site Plan
  1. A vicinity map showing the location of the property in relation to adjoining properties.
  2. Provide a north arrow, date of plan preparation, with subsequent revision dates. Project title and address/parcel number. Architect and/or consultant's name, address, and telephone number. Property owner name, address, and telephone number.
  3. Provide a data table on the site plan that includes existing zoning and the net site area.
  4. Show property boundaries and dimensions.
  5. Show adjacent street right-of-way, existing and proposed; and existing/proposed street and sidewalk noted to centerline.
  6. Show location of conceptual or existing landscape concepts including trees, shrubs, ground covers, berms, and screen walls.
  7. Show location of proposed freestanding signs including dimensions, height, material and colors, and method of illumination.
  8. Include elevations of buildings showing wall sign locations and dimensions.
  9. When more than one sign is located on a property, or where more than one building or business is located in a single development project, such as a shopping center, a Comprehensive Sign Package shall be submitted demonstrating consistency and uniformity among signs within the project. The requirements of a Comprehensive Sign Package shall apply to all businesses within a related project, even if the properties have been subdivided. Revisions or amendments to the Comprehensive Sign Package shall require documentation from all tenants on the property prior to approval.
- Application submittal fees in the amount of \$1,187.00

Comprehensive Sign Packages may be submitted to: the Pinal County Community Development; 31 N. Pinal Street, Bldg F, PO Box 2973, Florence, AZ 85132. If you have questions, contact: Dedrick Denton at: (520) 866-6294; [dedrick.denton@pinalcountyz.gov](mailto:dedrick.denton@pinalcountyz.gov)



PINAL COUNTY  
wide open opportunity

## Comprehensive Sign Review Application

Pinal County Community Development  
Planning Division

CSR - -

Project Name: \_\_\_\_\_

Owner/Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone/Fax: \_\_\_\_\_

Parcel #: \_\_\_\_\_ Project Address: \_\_\_\_\_

Zoning: \_\_\_\_\_ Case(s): \_\_\_\_\_ SPR Case: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Total # of Signs Proposed: \_\_\_\_\_ Total Square Feet of Signage Proposed: \_\_\_\_\_

Deviations Being Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list any applications currently under review or recently approved which may assist in the review of this application: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

### Internal Use Only

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Checklist: \_\_\_\_\_ Site /Sign Plan \_\_\_\_\_ Elevation Drawings \_\_\_\_\_ Applicant Request Letter

\_\_\_\_\_ Landscape Plan

\_\_\_\_\_ PAD Stipulations