

SNACK-BAR
TAPAS
CAFE

CLOTHING
DRY GOODS
HATS CAPS
Trunks

Coffee Shop

PARK
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WHAT YOU NEED TO KNOW ABOUT SIGN REVIEW PROCESS

WHAT IS A SIGN?

A sign is any device (including, but not limited to, letters, words, numerals, figures, emblems, pictures, or any part or combination) used for visual communication, which is intended to attract the attention of the public and is visible from public rights-of-way or other property.

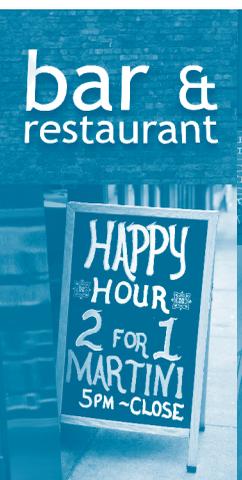
The term sign does not include any flag, badge or insignia of any government unit nor does it include any item of merchandise normally displayed within a show window of a business.



More information can be obtained by calling **(623) 930-2800** between 8 a.m. and 5 p.m., Monday through Friday.

Note: The information in the pamphlet summarizes portions of the Glendale Zoning Ordinance. Copies of the Zoning Ordinance are available for purchase at the Development Services Center or can be accessed at the City's web site at www.glendaleaz.com.

**City of Glendale
Planning Department**
5850 West Glendale Avenue
Suite 212
Glendale, Arizona 85301
(623) 930-2800



WHERE DO I BEGIN?

Your first step is to contact the Development Services Center (DSC), located on the second floor of City Hall (5850 West Glendale Avenue), and speak with a DSC representative.

One of the DSC staff members will guide you through the sign criteria of the City of Glendale's Zoning Ordinance (this information can also be found on the city's Web site). Once you have the information you need, a sign permit application must be completed and submitted to the Development Services Center. The application will be reviewed by a DSC staff member (this can be done while you wait). If the submittal is approved, a permit will be issued.

If the application is denied, and/or you would like to appeal the decision, a service request must be submitted to the Planning Department for a sign Design Review.

WHEN DO SIGNS NEED TO BE REVIEWED?

The Planning Department needs to review the size, location and design of most signs proposed in the city limits to ensure that it conforms to the regulations of the Zoning Ordinance and any existing Master Sign Package.

HOW MUCH DOES SIGN REVIEW COST?

A current fee schedule is available at the Development Services Center and can also be found on the city's website.

WHAT ARE SOME OF THE DIFFERENT TYPES OF SIGNS THAT ARE REVIEWED?

There are a number of signs that are reviewed. Some examples include:

- Awnings
- Billboards*
- Construction or Development
- Directional
- Directory
- Fascia
- Freestanding
- Identification
- Illuminated
- Mansard
- Menu
- Menu Board
- Window
- Noncommercial
- Nonconforming
- Parapet
- Portable
- Projecting
- Reader Panel
- Roof
- Sale, Lease or Rent
- Shingle
- Structure
- Temporary
- Wall

**Not available for an over the counter review.*

WHAT ITEMS ARE NECESSARY TO SUBMIT FOR A DESIGN REVIEW FOR SIGNS?

The Development Services Center (DSC) representative will let you know what items are required to review your proposed signs. The DSC representative may require additional items based on the project proposed. Each property is unique and each sign review is also unique. At a minimum, you will need the following:

- Three (3) fully dimensioned plans and elevations, in color, showing the dimensions, design, materials, and location(s) of each proposed sign.
- Three (3) cross-section details showing all connections, supports, and other details such as returns, electrical details, and trimcaps.
- Three (3) footing diagrams and measurements for all freestanding signs.

- Three (3) site plans including the north arrow, surrounding street names, and a full view of the building showing placement of all signage, proposed or existing.
- List exactly how the sign will read.
- An inventory of all existing signs which are to remain on the building must be provided for individual pads.
- Landlord approval with a signature, printed name of approving agent, name of the management company, and title held at that company.
- New tenants in any leased space must have an approved tenant improvement permit OR issued C of O with a name change in same occupancy situations. No permits will be issued without one of these being approved.

Please note requirement submittals are different for the Wall Sign Plans and Freestanding Sign Plans. Please contact DSC for more information.

SIGNS