



# ORO VALLEY PLANNED AREA DEVELOPMENT SIGN EXEMPTION GUIDE





# **ORO VALLEY PLANNED AREA DEVELOPMENT SIGN EXEMPTION PROCESS GUIDE**

**This process guide contains the process narrative, submittal checklist, and required content for a PAD Sign Exemption. The PAD Sign exemption will be reviewed by the Planning and Zoning Commission (PZC) who will make recommendation to the Town Council for final decision.**

## **1.0 PAD Sign Exemption Submittal Package**

- 1.0 Process Narrative (Pg. 3)**
- 1.1 General Application (Pg. 5)**
- 1.2 Submittal Checklist (Pg. 7)**
- 1.3 PAD Sign Exemption Process Flow Chart (Pg. 8)**
- 1.4 Fee Schedule (Pg. 9 )**

## **2.0 PAD Sign Exemption Content**

- 2.1 Plan Content (Pg. 10)**



## 1.0 PAD SIGN EXEMPTION SUBMITTAL PACKAGE

### 1.1 PROCESS NARRATIVE

#### Introduction:

A Planned Area Development (PAD) District may have established its own sign standards. This process guide is for owners of land within the PAD who elect to operate under Chapter 28 of the Zoning Code through a PAD Exemption. A PAD Sign Exemption is reviewed by the Planning and Zoning Commission (PZC) who provides a recommendation to Town Council for final decision.

The Community and Economic Development Department (CED) is here to assist you with your PAD sign exemption application. Throughout the process, you will be working closely with the Town staff to ensure the efficient processing of your application.

#### Process Overview:

Refer to the table below to better understand the approval process for the Town's PAD Sign Exemption application.

**Table of Authority**

Submittal Type	Staff Authority	Planning and Zoning Commission	Town Council Authority
PAD Sign Exemption	Review	Recommendation	Final Decision

#### Step 1 – Formal Submittal

The applicant shall submit a completed general application (Section 1.2) along with all items required in the submittal checklist (Section 1.3) of this document.

#### Step 2 – Staff Review

After receiving a complete application, staff will review the proposed PAD Sign Exemption in accordance with the applicable provisions of the Zoning Code. A review letter will be sent to the applicant within 10 working days of the submission. The plans may need to be revised and re-submitted for additional reviews to address any remaining comments on the application. When all review comments have been addressed, the application will be forwarded to the Planning and Zoning Commission (PZC) for review.

### **Step 3 – Planning and Zoning Commission (PZC)**

The PAD Exemption is reviewed by the Planning and Zoning Commission (PZC) at the next available meeting. The PZC's decisions are based on the Design Principles outlined in Sections 22.9 and Design Standards, Addendum "A" of the Zoning Code. The Commission will make a recommendation to Town Council for final review and decision.

The applicant is expected to attend the PZC meeting to present and discuss the case.

### **Step 4 – Town Council (TC)**

The applicant may need to revise the MSP based on the recommendation of the PZC prior to the Town Council meeting.

The applicant is expected to attend the Council meeting to present the proposal and answer questions.

### **Step 5 – Final Approval**

After Council approval of the PAD Sign Exemption is obtained, the property owner may need to apply for a Sign Criteria or Master Sign Program if the property is a multi-tenant development (see respective process guides). A Sign Criteria or Master Sign Program may be submitted concurrently with the PAD Exemption. Single occupancy commercial properties may apply for building permits for sign installation.



**TOWN OF ORO VALLEY**  
**COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT**  
11000 N. LA CAÑADA DRIVE, ORO VALLEY, AZ. 85737  
PHONE: (520) 229-4800 FAX: (520) 742-1022  
[www.orovalleyaz.gov](http://www.orovalleyaz.gov)

**1.2 GENERAL APPLICATION FORM**

Office Use Only
Case #: _____

**Application Type:**

- |   |  |
|---|--|
| <input type="checkbox"/> Major General Plan Amendment | <input type="checkbox"/> Final Plat Pre-Application                  |
| <input type="checkbox"/> Rezoning/PAD Amendment       | <input type="checkbox"/> Zoning Verification                         |
| <input type="checkbox"/> Planned Area Development     | <input type="checkbox"/> Sign Criteria                               |
| <input type="checkbox"/> Conditional Use Permit       | <input type="checkbox"/> Sign - PAD Exemption                        |
| <input type="checkbox"/> Zoning Code Amendment        | <input type="checkbox"/> Master Sign Program                         |
| <input type="checkbox"/> Conceptual Site Plan         | <input type="checkbox"/> Communication Facility – Tier 1 and 2 Minor |
| <input type="checkbox"/> Conceptual Public Art        | <input type="checkbox"/> Communication Facility – Major              |
| <input type="checkbox"/> Conceptual Architecture      | <input type="checkbox"/> Revised Development Plan                    |
| <input type="checkbox"/> Final Site Plan              | <input type="checkbox"/> Other _____                                 |
| <input type="checkbox"/> Conceptual Landscape Plan    |  |

**Subject Property Information:**

Address: \_\_\_\_\_ Parcel/Tax Code: \_\_\_\_\_  
Subdivision / Commercial Center Name: \_\_\_\_\_  
Book / Page or Sequence Number: \_\_\_\_\_ Lot number(s) \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
Section/Township/Range: \_\_\_\_\_ Area of property: \_\_\_\_\_  
Existing Land Use: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_

**Applicant Information:**

\* If more than one, attach list

**Applicant\*:**

Name: \_\_\_\_\_ Firm: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner(s) if different from Applicant\*:**

Name: \_\_\_\_\_ Firm: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Consultant\*:** \_\_\_\_\_ (Discipline)

Name: \_\_\_\_\_ Firm: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Description/Narrative: (SEPARATE SHEET PREFERRED)**

---

---

---

---

I hereby certify that I have read and examined this application and know the same to be true and correct. I am the owner of the property or the Owner's authorized representative, and if not the owner, I have obtained the owner's permission to perform stated work. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The approval of this application does not presume to give authority to violate or cancel the provisions of any other federal, state or local law for which this project may be subject to.

**Notice:** It is the applicant/owner's responsibility to ensure all private rules and regulations (such as Covenants, Conditions & Restrictions (CC&R's)) of the subdivision and/or commercial center are adhered to. Contact your Home Owners Association or property management to determine applicable requirements.

It is also the applicant's responsibility to coordinate with all outside agencies to secure their acceptance or clearance. Failure to do so may delay issuance of permits. See attached list of agencies.

---

Applicant's Signature

---

Print Name

---

Date

**Important Note: All submittals received after 4:00 p.m. will be processed the next day**

**Submittals will be rejected if:**

- There are missing items on the checklist unless otherwise approved by Planning Division Manager or Town Engineer.
- Re-submittals will not be accepted without a transmittal letter and a written response to staff comments

### 1.3 SUBMITTAL CHECKLIST

**All applications for PAD Sign Exemption must include the following materials to be accepted for processing:**

- Narrative detailing the reason behind the request
- Graphics or images detailing the request
- All items included in Section 2.0 of this process guide
- General Application
- Electronic file in pdf format emailed to [planning@orovalleyaz.gov](mailto:planning@orovalleyaz.gov)
- Fees: Payment will be requested once the plans have been submitted via email

## 1.4 PAD SIGN EXEMPTION PROCESS FLOW CHART

PAD Sign Exemption Process	Time*	Purpose
<b>Formal Submittal</b>	Applicant Driven	<ul style="list-style-type: none"> <li>• Submittal of plans in accordance with Code requirements</li> <li>• Applicant to address any comments or concerns identified during the final design review phase.</li> </ul>
<b>Staff Review</b>	4 Weeks	<ul style="list-style-type: none"> <li>• Staff distributes copies to all internal/external agencies for review</li> <li>• Staff code compliance letter is provided within 10 working days of a complete submittal</li> </ul>
<b>Revised Submittal</b>	Applicant Driven	<ul style="list-style-type: none"> <li>• Applicant to address staff review comments relative to code compliance</li> <li>• Additional revised submittals may be necessary if code issues are not adequately addressed</li> </ul>
<b>Staff Review</b>	1-4 Weeks	<ul style="list-style-type: none"> <li>• Staff will review for Code Compliance. Additional review may be required prior to scheduling the application for Planning and Zoning Commission consideration if the proposal is not code compliant</li> </ul>
<b>Planning and Zoning Commission</b>	4 Weeks	<ul style="list-style-type: none"> <li>• Commission review focused on conformity with adopted plans, code requirements and the staff recommendation</li> <li>• Provides a recommendation to Town Council</li> </ul>
<b>Town Council</b>	4 Weeks	<ul style="list-style-type: none"> <li>• Town Council review focused on conformity with adopted plans, code requirements and the Planning and Zoning Commission recommendation</li> <li>• The deciding body on whether to approve, deny or continue the application</li> </ul>

**Total Town Processing Time 9 -12 weeks\***

\* Typical time frames – actual time frames may vary and are dependent upon timely applicant submittals.

## 1.5 FEE SCHEDULE (REVISED MAY 18, 2011)

As specified in the OVZCR, all fees must be paid in full prior to acceptance of an application. Fees identified after submittal are due as determined by the Planning and Zoning Administrator (Public Works Director for rights-of-way fees). All fees must be paid prior to the issuance of permits and/or release of assurances. Bond release inspections may be deducted from the appropriate bond if this is part of the language of the bond.

Charges for partial review of any project will be based on the stage of review and staff time already dedicated to the project. The Planning and Zoning Administrator may refund up to 80% of the fee. The Planning and Zoning Administrator may waive fees if an undue hardship has been created by the Town. All other fee waiver requests must be approved by the Town Council. Fees will not be applied to applications or events initiated or sponsored by the Planning and Zoning Commission or Town Council.

GIS fees are charged per development project. Whenever independent consultant review is provided for in the OVZCR (Golf Course Overlay, Communications facilities, Riparian analysis etc.), the applicant must reimburse the Town for all consultant fees incurred.

Fees:

PAD Exemption	\$700.00
---------------	----------

**See the Development Services fee schedule for a complete list of fees.**



## **2.0 PAD SIGN EXEMPTION PLAN CONTENT**

### **2.1 PAD SIGN EXEMPTION CONTENT**

1. The PAD Sign Exemption document shall include:
  - A. A letter requesting exemption from the specific PAD sign regulations submitted by the property owner within the PAD.
  - B. The letter should include specifics about the request describing how the proposed exemption will impact the property and surrounding area.
  - C. Applicant should include graphics or photos that will further explain the proposal.
  - D. Explain which sign process the property owner will follow if the exemption is allowed.
2. A Sign Criteria or Master Sign Program may be needed after the property has been exempted from the PAD sign standards. See the Sign Criteria or Master Sign Program process guide for those procedures.