



Town of Oro Valley
Community and Economic Development Department
Planning Division
520.229.4800 | orovalleyaz.gov
Monument / Entryway Sign in the Right-of-Way

Monument and Entryway Sign

Monument and entryway signs are usually only allowed on the private property of the development or subdivision associated with the sign. However, under very site specific circumstances, a sign may be allowed in the right-of-way through a public meeting process with the Planning and Zoning Commission and Town Council approval.

- A monument sign is a permanent sign generally used to identify a commercial development and its associated tenants.
- An entryway sign is a permanent sign used to identify the entrance to a subdivision, complex, facility, or commercial development

The following are the location standards required to allow a permanent monument or entryway sign in the right-of-way:

Location Standards

<p>1. A right-of-way depth of at least 100' shall be required between the paved surface of the road (including turn lane and shoulder) and the subject property line. Areas where the right-of-way depth changes for drainage ways, bridges and similar structures shall not be included in the 100' minimum.</p>
<p>2. Sufficient evidence shall be provided demonstrating that sign locations normally allowed by the zoning code do not provide effective and safe wayfinding as detailed in the intersection site distance detail (2004 edition, Pages 16, 17 and 61 thru 63) of the Town of Oro Valley's Subdivision Street Standards and Policies Manual.</p>
<p>3. The 100' depth requirement, between the paved surface and the subject property line, may be reduced to not less than 20' if the following conditions apply:</p> <ul style="list-style-type: none">a) The vehicular speed of the road combined with the clear zones and adequate visibility defined by the Town's sight visibility triangle criteria is met.b) The intersection sight distance table demonstrates the sign could not be safely seen. Self-imposed conditions, such as built structures on the site, will not qualify for a reduction of the distance requirement.
<p>4. The sign shall be located no more than 50' from either side of an entrance of the property associated with the sign.</p>
<p>5. Electronic message boards are not allowed on a sign in the right-of-way.</p>

Fees

- \$350.00 Application fee

Please note: Fees are non-refundable, regardless of the outcome of the submittal (approval or denial).

Once the location is approved by the Planning and Zoning Commission and Town Council, a separate building and right-of-way permit along with the associated fees for construction and installation of the sign are required.

Submissions

All submissions must include the following for acceptance:

- A completed [General Application](#)
- Payment of **Fees**
- A **Narrative** that provides explanatory and detailed answers to each of the location standards listed on page 1.
- A **Design** of the sign including height, width, materials and color. The design of the sign must match the design approved in the development's Master Sign Program or Sign Criteria, if applicable.
- A **Site Plan** of the entire lot, including:
 - The lot lines for the property
 - The adjoining right-of-way
 - All streets identified and labeled
 - Locations of buildings, including driveways and/or parking lots
 - Location of the proposed sign(s) with distance dimensions
 - Ensure all location standards 1 thru 4, from page 1, are visually shown on the plans
- A **Letter of Authorization** from the property owner (if applicant is acting as agent)
- Any **Supporting Documentation**, such as maps, photographs, etc.

Note: A completed [License Agreement](#) will be required prior to the case going before the Town Council.

Staff Review

After receiving a complete submittal, Town staff will review the information and send a letter to the applicant within ten (10) business days of the received date. The letter will include comments to be addressed and/or revisions needed.

Upon satisfaction of the Town Engineer and Planning and Zoning Administrator that the signs have met all safety and location requirements, the case will be scheduled for a Planning and Zoning Commission meeting followed by a Council meeting.

Special Note: It is the burden of the applicant to make their case for the requested sign location. Please be prepared to make a presentation before the Commission and Council on the scheduled hearing dates.

Submission Checklist

- _____ Completed Application
- _____ Fees
- _____ Narrative
- _____ Sign Design
- _____ Site Plan
- _____ Letter of Owner Authorization, if applicable
- _____ Supporting Documentation