



## Application to Place a Sign in Town Right-of-Way

The undersigned makes application for a Permit to enter and use a portion of the right-of-way of the Public Highway, Street, Alley, Drainageway or Easement for placement of temporary sign(s).

**PLEASE ALLOW 48 HOURS TO PROCESS REQUEST.**

<b>Requesting Person/Agency:</b>		
Address:		
City:	State:	Zip:
Phone:	Emergency contact name:	Emergency contact phone:

<b>Description and Location:</b>
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<b>Placement Date:</b>	<b>Removal Date:</b>	<b>Date of Application:</b>
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**FOR AND IN CONSIDERATION** of the granting of the Permit, the Applicant applies for permission to enter upon and use a portion of the Town's right-of-way of the Public Highway, Street, Alley, Drainageway or Easement for placement of temporary sign or signs. Said undersigned has read and agrees to observe and comply with any and all conditions as specified on Page 2 of this Application, all applicable Sections of the Oro Valley Town Code, the Oro Valley Standard Plans and Specifications, any relevant County, State and/or Federal regulations, and any special conditions imposed by the Town Engineer or designee.

The Applicant shall write the Permit number on the back(s) or edge(s) of all signs in order for identification by Town inspection staff.

The Applicant accepts all financial and/or legal liabilities and/or obligations that may result from the work performed under this permit.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

## SECTION 28.8 TEMPORARY SIGNS ON PUBLIC PROPERTY

**Table 28-1 Permitted Temporary Signs on Public Property**

Size (maximums)	Location	Quantity	Maximum height from grade	Duration	Permit Type Required	Applicable Standards
4 square feet	Right-of-Way	1 per change of direction	30"	7:00 a.m. to 7:00 p.m.	Right-of-Way Permit: 3 day, 120 day, annual	Refer to sections 1,2,3,4,5 and 7
9 square feet	Designated Sign Zones only	1 per sign zone	3'6"	N/A	No	Refer to sections 1,4,5,6 and 7
16 square feet	Right-of-Way	4 at any given time	5'	16 days	Yes: ROW Permit and installation request	A sign 5 square foot or less will not require installation by the Town. Also refer to sections 1,2,3,4,5 and 7

### 1. General requirements for all temporary signs in the Right-of-Way

- a. A sign that penetrates the ground is subject to blue stake verification.
- b. Temporary signs shall not obscure, be attached to or mimic public traffic control devices, signage, public property or appurtenances.
- c. Any damage to public or private property caused by signs placed within the right-of-way shall be the sole responsibility of the sign owner.
- d. Standards for temporary sign materials are provided in Section 28.3.A.4, General Sign Requirements
- e. Any sign that would require installation by the Public Works Department is also subject to installation fees.
- f. Signs that require a permit, must have the permit number written on the sign.

### 2. Location

- a. Sign shall not be placed:
  - i. Within a median.
  - ii. On a sidewalk, multi-use path or pedestrian access ramp.
  - iii. In a construction zone
  - iv. In any area that may cause or create a traffic hazard or obscure any site distances and must maintain the required "clear zone" as approved by the Town Engineer.
  - v. No signs may be placed in a right-of-way controlled by the Arizona Department of Transportation (ADOT).

### 3. Setback:

- a. Temporary signs shall be placed a minimum of ten (10) feet from the paved surface of the roadway.
  - i. If a sidewalk, multi-use path or trail is located within that 10' setback, the sign must be placed along the outside edge of the sidewalk, multi-use path or trail without projecting over the said trail/path.
- b. Temporary signs placed next a street with a speed limit of twenty-five (25) miles per hour or less may:
  - i. Be placed no closer than five (5) feet from paved surface of roadway.
  - ii. If a sidewalk, multi-use path or trail is within the 5' setback, the sign must be placed along the outside edge of the sidewalk, multi-use path or trail without projecting over the said trail/path.

### 4. Illumination

- a. None

### 5. Design

- a. May be single or double-faced
- b. Must be clear and legible
- c. Shall be neat and professional in appearance
- d. May include H-frame, I-frame and A-frame sign types

### 6. Designated Sign Zone requirements (Removed because not-applicable to this permit)

### 7. Signs protected by the Arizona State Revised Statutes shall be allowed within the limits of the State statute.