

Planned Area Development Sign Exemption

Process and Submittal Requirements

Town of Oro Valley

Community and Economic Development Department - Planning Division

Questions: 520.229.4800 | orovalleyaz.gov



APPLICABILITY

A planned area development (PAD) district may include unique sign standards. This process guide is for owners of land within the pad who elect to remove their property from the PAD sign requirements and operate under chapter 28 of the zoning code. A pad sign exemption is reviewed by the planning and zoning commission who provides a recommendation to town council for final decision.

FEES

As specified in the OVZCR, all fees must be paid in full prior to acceptance of an application. Fees related to a PAD Sign Exemption are provided below.

Planned Area Development Sign Exemption	\$700
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SUBMISSIONS

To avoid delays in review, please be aware of the following:

- All applications must be submitted online.
- Project resubmittals are to be uploaded through the portal using the same project number the first application was provided. Please do not e-mail documents directly to staff as this may delay the submittal review process.
- All items must be submitted in PDF format.
- Please name PDF files in a self-explanatory manner such as *"Document Type – Date."*
- All fees must be paid upon submitting. Reviews will not begin until all fees are paid. Fees may be paid online.

SUBMITTAL CHECKLIST

- Narrative
- Sign program

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PROCESS

PAD Sign Exemption Process	Time*	Purpose
Formal Submittal	Applicant Driven	<ul style="list-style-type: none"> Submittal of plans in accordance with Code requirements
Staff Review	3 Weeks	<ul style="list-style-type: none"> Staff code compliance letter is provided within 10 business days of a complete submittal
Revised Submittal	Applicant Driven	<ul style="list-style-type: none"> Applicant to address staff review comments relative to code compliance Additional revised submittals may be necessary if code issues are not adequately addressed
Staff Review	1-4 Weeks	<ul style="list-style-type: none"> 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
Planning and Zoning Commission	4 Weeks	<ul style="list-style-type: none"> Commission review focused on conformity with adopted plans, code requirements and the staff recommendation The Planning and Zoning Commission provides a recommendation to Town Council.
Town Council	4 Weeks	<ul style="list-style-type: none"> The deciding body on whether to approve, deny or continue to applicant's request.

Total Town Processing time approximately 9-12 weeks*

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REVIEW

Applications for a Planned Area Development Sign Exemption requires approval by the Planning and Zoning Commission (PZC) and Town Council. To ensure timely review, applicants should review all applicable provisions of the Zoning Code and ensure the formal submittal is complete.

SUBMITTAL ITEMS AND REQUIREMENTS

The PAD Sign Exemption document shall include:

1. A letter requesting exemption from the specific PAD sign regulations submitted by the property owner within the PAD.
2. The letter should include specifics about the request describing how the proposed exemption will impact the property and surrounding area.
3. Applicant should include graphics or photos that will further explain the proposal.
4. Explain which sign process the property owner will follow if the exemption is allowed.
5. 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. You may also elect to have the PAD Exemption and preferred sign program go through the review process concurrently.

NEXT STEPS

Plan for the upcoming Planning and Zoning Commission meeting by preparing a presentation. The applicant and/or property owner will be expected to speak at the hearings and provide a power point presentation about the project.