



TOWN OF ORO VALLEY
COMMUNITY DEVELOPMENT AND PUBLIC WORKS
11000 N LA CAÑADA DRIVE, ORO VALLEY, AZ 85737
PHONE: (520) 229-4800 FAX: (520) 742-1022
www.orovalleyaz.gov

Community Event Sign
PERMIT APPLICATION

Office Use Only

Permit Number: _____

Name of Community: _____

General Telephone: _____ Fax: _____

Applicant Information:

Applicant:

Name: _____
Firm: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
Email: _____

HOA or Neighborhood Association Authority:

Name: _____
Firm: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
Email: _____

General Requirements: (For complete code language, see Section 28.7.A.6. and 28.7.f of the Oro Valley Zoning Code)

1. **Description Letter:** Provide short letter identifying the specific event(s) and dates of event(s) to be advertised. (Note: Multiple events can be filed as single permit and fee)
2. **Fee:** \$25.00 Fee for each permit covering up to 12 events per community, per calendar year.
3. **Sign Location Map:** Provide map showing all proposed sign locations and the area (community) represented.
4. **Location:** Signs may be placed within the development and/or in the immediately adjacent right-of-way. Signs are permitted on public or private property. (Submit authorization if private property or ADOT right-of-way.) Subject to location requirements of Oro Valley Zoning Code (Revised) Section 28.7.A.3.E. Signs may not be placed in the median, attached to traffic control devices or other structures, or constitute a traffic hazard as determined by the Town Engineer
5. **Sign Quantity:** Number necessary will be determined during review based on changes in direction.
6. **Sign Design:** Provide photo or graphic illustration of sign design and wording.
7. **Construction:** Signs cannot be hand drawn, nor use cardboard or other material of a temporary manner.
8. **Maximum Sign Area:** Five (5) sq. ft. **Maximum Sign Height:** Thirty (30) inches
9. **Representation:** Identify the Homeowners or Neighborhood Association. If in an area without an active association, submit petitions representing majority of residents in geographical area.
10. **Duration:** 5 continuous days per event. **Frequency:** Up to 12 events per community per calendar year.

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 Company to determine applicable requirements.

Applicant's Signature

Print Name

Date