



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

## A-FRAME SIGN – PERMIT APPLICATION FORM

Office Use Only

Permit Number: \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

Address: \_\_\_\_\_

General Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Applicant Information:

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**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 Initial here** \_\_\_\_\_

### Submittal Requirements

- \$50.00 one-time fee
- Photo or drawing of the sign showing size of sign

### A-frame Signs must comply with the following requirements

**Quantity:** One (1) per business

**Size:** 6 square feet for each side of the sign with a max of two sides. Maximum height is 42" including sign legs.

**Location:** On private property where the business is located.

- The purpose of the sign is to direct pedestrian traffic and shall not be solely oriented toward vehicular traffic.
- Shall not be located more than 20' from business building entry.
- Shall not be located closer than 4' from a curb.
- Shall not be displayed in such a manner as to constitute a hazard to public safety.
- Must allow for a 4' unobstructed pathway for pedestrians.
- Access ramps or vehicular sight lines shall not be obstructed.
- Do not attach sign to railings, posts, fencing, columns or other structures.

**Time:** Displayed during associated business hours only.

**Design:** Must be a self-supporting upright sign, constructed of durable materials, in an A shape or similar style.

- Carts, wheels or other devices that will make the sign mobile shall not be attached to the sign.
- Flags, pennants, balloons or additional signs shall not be attached to the sign.
- The sign must be professional in appearance, neat and legible without cloth or paper surfaces.
- Fluorescent and iridescent colors are not allowed.
- No illumination, noise or flashing, rotating, or moving elements are permitted.

*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.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date