



Completeness Review Master Sign Program

Development and Infrastructure Services

State law (A.R.S. § 9-835(D)) requires a Completeness Review of permit applications. A letter of Administrative Completeness or a Notice of Deficiency must be issued to the applicant during the Completeness Review Time Frame. This document serves as that notice. This checklist has been provided to assist the applicant in preparing a complete application. Only complete applications can be accepted for plan review.

Project Name: _____ OV Project Number: _____

Project Address: _____

Applicant Name: _____ Title: _____ Phone: _____

Applicant Email: _____

Required Information:

- Pre-application meeting notes and copy of preliminary review checklist

4 copies of the following information:

***Additional copies will be required once the project is scheduled for a meeting**

- | Provided | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Master Sign Program application with initial submittal |
| <input type="checkbox"/> | <input type="checkbox"/> | Written consent of the owner, lessee, agent or management company if the applicant is not the property owner. |
| <input type="checkbox"/> | <input type="checkbox"/> | Scaled Site Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Drawings to scale, indicating the exterior surface and design details (elevations) of the buildings upon the site. |
| <input type="checkbox"/> | <input type="checkbox"/> | Scaled drawings/illustrations of signs |
| <input type="checkbox"/> | <input type="checkbox"/> | Color palette, including color samples or color chips |
| <input type="checkbox"/> | <input type="checkbox"/> | Overall presentation of the entire development and how the criteria will create a consistent design theme throughout. |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Master Sign Program Checklist |
| <input type="checkbox"/> | <input type="checkbox"/> | For re-submittals, 2 copies of the response letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Required Fee of \$1,000.00 |

Per the requirements of State law, this permit application is:

- Accepted as Administratively Complete
- Deficient, items marked above are required for plan acceptance.

Contact staff below for questions regarding the Administrative Log-In Review Screening.

Staff Signature: _____

Print Name: _____

Phone: _____ Date: _____

Revision Date: 01/22/2013