



Completeness Review

Sign Criteria

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

3 copies of the following information:

- | Provided | N/A |
|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Completed application |
| <input type="checkbox"/> | <input type="checkbox"/> Completed Sign Criteria Checklist |
| <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"/> A site plan to scale delineating the site proposed to be included within the Sign Criteria. The site plan will include property lines, north arrow, street names, address of the site, and any or all frontage callouts. |
| <input type="checkbox"/> | <input type="checkbox"/> Drawings to scale, indication the exterior surface and design details (elevations) of the buildings upon the site for wall signs. |
| <input type="checkbox"/> | <input type="checkbox"/> Drawings/illustrations to scale, indicating the size, materials, method and intensity of illumination, height and location of all proposed to be included in the criteria. |
| <input type="checkbox"/> | <input type="checkbox"/> Color palette, including color samples or color chips for all proposed colors to be utilized for all signs on the buildings and where the colors are being used. |
| <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"/> Required Fee of \$350.00 |

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