



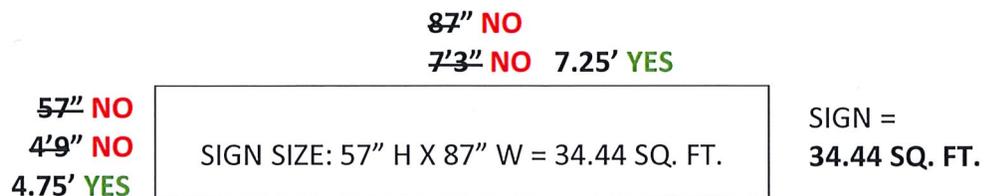
Santa Cruz County
Community Development Department
PLANNING – BUILDING

275 Rio Rico Drive ■ Rio Rico AZ 85648 ■ 520-375-7930

SIGN APPLICATION CHECK LIST

- ZONING _____
- PARCEL NUMBER _____
- FRONT LINEAR FEET OF PARCEL _____
- WIDTH X LENGTH IN SQUARE FEET OF EACH SIGN _____
- SIGN TYPE: WALL _____ NUMBER OF WALL SIGNS _____
- FREE STANDING SIGN INCLUDING BASE AND FRAME (ONE ONLY). _____
- SIGN HEIGHT FOR FREE STANDING SIGN _____
- HOW WILL THE SIGN BE ILLUMINATED _____
- SITE PLAN – SHOWING LOCATION OF FREE STANDING SIGN ON PARCEL.
- WALL ELEVATION SHOWING SIGNS, TO SCALE, FOR ALL WALL SIGNS.
- GRAPHIC OF SIGN SHOWING DIMENSIONS IN SQUARE FEET

EXAMPLE SHOWING SIGN DIMENSIONS



- APPLICATION FORM
- FLOOD HAZARD INFORMATION SHEET
- TWO SIGN DRAWINGS (IN COLOR)
- CONTRACTORS LIC/OB



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Community Development Department
PLANNING – BUILDING

275 Rio Rico Drive ■ Rio Rico AZ 85648 ■ 520-375-7930
<http://www.santacruzcountyaz.gov/440/Building-Department>

SIGN APPLICATION

SITE INFORMATION

PARCEL NO. _____ LOT# _____ BLOCK _____ SUBDIVISION _____
CITY/TOWN _____
PROJECT SITE ADDRESS (IF KNOWN) _____
WALL SIGNS _____ GROUND SIGNS _____
DIMENSIONS _____ TYPE OF ILLUMINATION _____

OWNER INFORMATION

NAME _____ ADDRESS _____
CITY _____ STATE _____ ZIPCODE _____ PHONE _____
E-MAIL ADDRESS _____

CONTRACTOR INFORMATION

ROC # _____

GENERAL NAME _____ PHONE _____
ELECTRICAL NAME _____ PHONE _____

DESIGNER

PLANS BY OWNER _____ PLANS BY BUILDER _____
PLANS BY ARCHITECT/ENGINEER _____ PHONE _____

SIGNATURE OF APPLICANT _____ **DATE** _____

PERMIT# _____ **PLANNING/ZONING** _____ **PERMIT FEES** _____

ZONING APPROVAL _____ **DATE** _____



Santa Cruz County
Community Development Department
Planning & Zoning and Building Department

Applicant's Certification and Acknowledgement

TAX PARCEL NUMBER _____

By signing below, I hereby certify and acknowledge that:

I am the Owner, or authorized agent of the Owner, of the property being developed.

My submitted application is complete and accurate to the best of my knowledge. Submission of false information may constitute fraud, and may be punishable by fine, imprisonment or both. A.R.S. §13-2310

I understand that an incomplete or inaccurate permit application or site plan, or failure to respond to requested corrections, may result in delays, additional permit and plan review fees, return of the submittal, or denial of the application.

I request all meetings, reviews or inspections that are necessary to process my application, and if my permit is approved and issued, I request all inspections necessary to monitor progress, and document completion at all stages of the work related to my permit.

My application is subject to an administrative completeness review of fifteen (15) business days, during or after which time I will receive written or electronic notice that my application is complete, or, in the case of an incomplete application, a list of deficiencies that I need to correct. My application will not be transmitted for substantive review until all deficiencies have been corrected and my revised full application has been submitted to the County.

If the county does not issue a written or electronic notice of administrative completeness within fifteen (15) business days, per A.R.S. §11-1605(F), my application will automatically be deemed administratively complete and transmitted for substantive review.

I understand that I have thirty (30) business days to respond to a Notice of Deficiencies during the administrative completeness phase. My failure to respond within this timeframe may result in my permit application being voided. I have the right to re-apply if my permit application is voided. A.R.S. §11-1605(F)

I understand and acknowledge that the total County review timeframe during the administrative completeness review phase is a total of forty-five (45) business days.

My application is subject to a substantive review period of forty-five (45) business days. I will receive written or electronic notice if my permit is approved or if corrections or additional information are needed. My permit will not be approved or issued until all additional information is provided, all requested corrections are completed and all permit fees have been paid.

I understand that I have sixty (60) business days to respond to a Request for Corrections or to a Request for Additional Information during the substantive review phase. My failure to respond within this timeframe may result in my permit application being denied. I have the right to re-apply if my permit application is denied. A.R.S. §11-1605(G)

I understand and acknowledge that the total County review timeframe during the substantive review phase is a total of one-hundred-fifty (150) business days.

I understand and acknowledge that my permit application, with a combined administrative completeness review and the substantive review, have a total potential overall County permit application processing time of one-hundred-fifty (150) business days. If my application cannot be approved within this timeframe, or within a written mutually agreed upon extension timeframe, my application may be voided or denied. A.R.S. §11-1605(I) & (J)

I acknowledge that my total response timeframe during the administrative completeness phase is a total of sixty (60) business days, and during the substantive review phase a total of one-hundred-twenty (120) business days. If I request the full extensions allowed for my response of an additional ninety (90) business days, my permit application may have a total potential overall applicant response time of two-hundred-seventy (270) business days. If I am unable to complete my application within this timeframe, my application may be voided or denied. A.R.S. §11-1605(G)

I understand that the substantive review time frames and overall time frames do not include the time required for an applicant to obtain other non-county licenses or to participate in meetings as required by law. A.R.S. §11-1605(C)(9)

I am aware that all required permits, including required permits from outside agencies MUST be obtained before the County will issue my requested permit. Failure to obtain required permits from outside agencies may result in fines or other penalties. I understand that it is my responsibility to plan for outside agency timeframes for necessary approvals or permits.

If my permit application is denied, I can appeal this decision, in writing, to the Santa Cruz County Zoning Inspector at the Santa Cruz County Community Development Department, 275 Rio Rico Drive, Rio Rico AZ 85648, 520-375-7930. An appeal must be received at the Santa Cruz County Community Development Department within thirty (30) business days from the issuance of the permit, or written or electronic notice of permit denial. I acknowledge that my appeal request must include a justification of my appeal. A.R.S. §11-1605(J)(2)

I may have other rights and obligations in the Regulatory Bill of Rights, as set forth by A.R.S. §11-1602-1610, including the right to request, in writing, a clarification of this statute, as applied by the County, to my permit application.

Signature _____ Date _____

Print Name/Company _____ Owner Agent (see below)

If Agent, Owner must complete the following, or submit a letter of authorization.

I, _____, Owner of the property for which this application is being submitted,

APN _____, do herein authorize _____

to submit Zoning applications and Building Permits on my behalf.

Owner Signature _____ Date _____

Owner Printed Name _____