



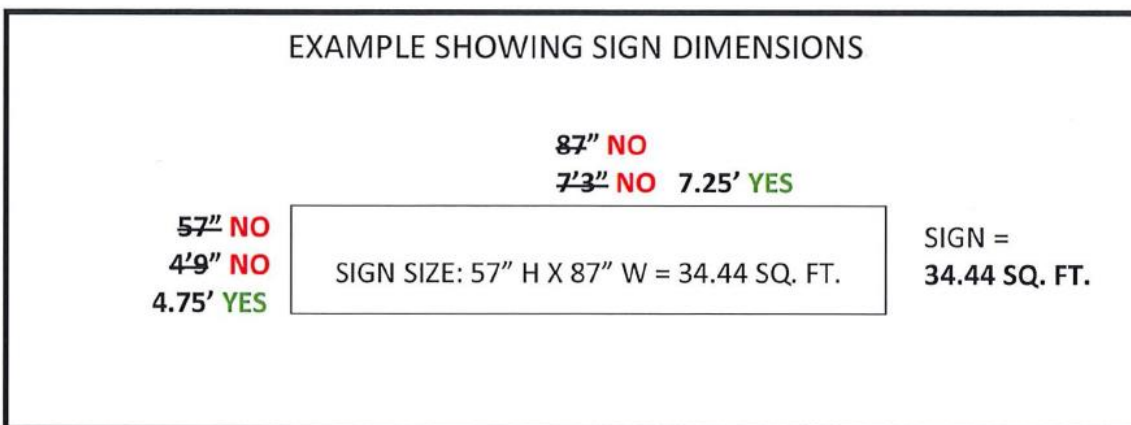
## Santa Cruz County Community Development Department

### SIGN APPLICATION Submittal Requirements Check List

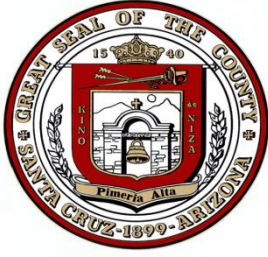
2150 N Congress Drive, Suite 206 ■ Nogales AZ 85621 ■ 520-375-7930

#### A complete application must include:

- The completed application form, including the Certification and Acknowledgement pages. The application must include the property owner's signature, or letter of authorization from the property owner for a representative or agent to submit on the owner's behalf.
- County Assessor's computer print-out and Assessor's map of the property in question.
- A site plan showing the location of any free standing sign. The site plan must show the property boundaries, location of proposed and existing structures, setbacks from property lines, and any other pertinent information requested by the Planning and Zoning Department. It should be on paper no smaller than 11" X 17".
- Wall elevations to scale showing sign mount location and dimensions.
- Graphic of sign showing dimensions and square footage of each sign.



- Flood Hazard Information Sheet.
- Two copies of the sign plans. (In Color)
- Contractors ROC.



**Santa Cruz County  
Community Development Department**

**SIGN APPLICATION**

2150 N Congress Drive, Suite 206 ■ Nogales AZ 85621 ■ 520-375-7930

**SITE INFORMATION**

Parcel No. \_\_\_\_\_ Lot # \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

City/Town: \_\_\_\_\_

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

Wall Signs No. \_\_\_\_\_ Free Standing Signs No. \_\_\_\_\_

Square Footage of Each Sign: 1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: \_\_\_\_\_ 4: \_\_\_\_\_ 5: \_\_\_\_\_ Total: \_\_\_\_\_

Type of Illumination: \_\_\_\_\_

**PROPERTY OWNER(S) INFORMATION**

**NOTE: Complete all of the following items. If necessary, attach additional sheets. List the name(s) and address(es) of all owners of the parcel.**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**APPLICANT INFORMATION**

Same as Owner

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**CONTRACTOR INFORMATION**

General: \_\_\_\_\_ Phone: \_\_\_\_\_ ROC # \_\_\_\_\_

Electrical: \_\_\_\_\_ Phone: \_\_\_\_\_ ROC # \_\_\_\_\_

**DESIGNER INFORMATION**

Plans by Owner:  Plans by Contractor:  Plans by Designer: \_\_\_\_\_

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

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

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

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

**PERMIT #** \_\_\_\_\_ **RECEIVED DATE:** \_\_\_\_\_ **FEES:** \_\_\_\_\_

**ZONING APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## SITE PLAN CONTENT AND SPECIFICATIONS

The site plan shall be drawn at a standard engineering scale no larger than 1" = 60' on a sheet(s) no larger than 30" by 42" (24" by 36" recommended 11" by 17" minimum) and shall include at a minimum the following information:

1. North arrow and scale.
2. Property legal description and property tax parcel number.
3. Project address.
4. Location map.
5. Lot dimensions.
6. All existing and proposed buildings and structures, including location, size, height, overhangs, canopies, and use.
7. Required zoning setbacks.
8. Off-street parking.
9. Existing and future sight visibility triangles (when applicable).
10. Points of egress and ingress.
11. Location, type, size, and height of existing and proposed signage.
12. Limits of the 100-year floodplain and water surface elevation (when applicable).
13. Street names (when applicable).
14. Location and orientation of existing major physical features, such as railroad tracks, drainage ways and easements.
15. Fences, walls, or vegetation for screening by type, material, height, location, and spacing. (when applicable).
16. Existing zoning of parcel and adjacent parcels, including those across streets and alleys.