



# Tubac Historic Zone Sign Development Permit Application

Physical Address of property where sign/s is/are to be placed:

Current Zoning: \_\_\_\_\_ Parcel Size: \_\_\_\_\_

Description of Project: \_\_\_\_\_

**Project Checklist: Check the appropriate questions and fill in the blanks as needed.**

- \_\_\_\_\_ Is request for a new sign/s? \_\_\_\_\_ Or a modification to existing sign/s?
- \_\_\_\_\_ Is this request an exception to the Historic Zone Ordinances?
- \_\_\_\_\_ Does the building front on 2 streets? Name streets \_\_\_\_\_
- \_\_\_\_\_ Is the permit request for more than one sign? How many? \_\_\_\_\_
- \_\_\_\_\_ Are sign dimensions within 8-foot square? Size: \_\_\_\_\_
- \_\_\_\_\_ Is color compatible with historic character? Color: \_\_\_\_\_
- \_\_\_\_\_ Is the sign made of wood, wrought iron, or tile? Other material \_\_\_\_\_
- \_\_\_\_\_ Does sign attach flush with building?
- \_\_\_\_\_ If free-standing, is sign positioned parallel and within 4 feet of building?
- \_\_\_\_\_ Are remote light sources shielded to protect adjacent properties?
- \_\_\_\_\_ Are drawings/photos, etc. of design and its position in relation to the building attached?
- \_\_\_\_\_ Is color swatch attached?
- \_\_\_\_\_ Is Assessor's printout or other legal document proving ownership attached?
- \_\_\_\_\_ Are other materials attached? What? \_\_\_\_\_

**The following signs and positions are prohibited unless provided an exemption by the THZAB:** Plastic signs, signs painted directly on buildings, sandwich signs and off-site signs; signs obstructing foot or vehicular traffic or the vision of either; free-swinging, flashing, blinking or revolving signs; fluorescent, neon or metallic signs; excessively bright signs or those with reflective surfaces; signs extending above the top of the nearest facade.

**The permit application review and approval process can take from 4 to 6 weeks.**

**Mail or hand-deliver this permit application and required attachments to Santa Cruz County Community Development, 2150 N. Congress Drive, Suite 206, Nogales, Arizona, 85621 or emailed to [permitting@santacruzcountyaz.gov](mailto:permitting@santacruzcountyaz.gov).**

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Name of Property Owner/Agent (if different) \_\_\_\_\_ Phone \_\_\_\_\_

Signature of Property Owner/Agent \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

**For Office Use Only - Revised 3/2023**

District No. \_\_\_\_\_ Case \_\_\_\_\_ Date Received \_\_\_\_\_ Date Approved \_\_\_\_\_

Case Name \_\_\_\_\_

# Tubac Historic Zone Fact Sheet and Permit Application

**Purpose:** To preserve and encourage enhancement of Tubac's unique character as a Spanish Colonial outpost and Arizona's first European settlement (1752 - 1821), its Mexican heritage (1821 - 1853) and Territorial history (1854 - 1912) and other historical elements 50 years or older through architectural oversight.

**Established:** By a vote of Tubac property owners within the district in 1984.

**Historic Zone Boundaries:** Properties bounded by or fronting on Bridge Road to the north and portions of properties adjacent to Bridge Road to the east; Tubac Road and Presidio Drive to the south, Frontage Road to the west, and portions of properties along Calle Iglesia to the east.

**Restrictions:** Any new signs or changes to existing signs, must have a permit with plans submitted for review and approval to the Santa Cruz County Planning and Zoning Department and the Tubac Historic Zone Advisory Board.

**Authority:** Article 21, Ordinance No. 81-4 (Note: The Tubac Historic Zone ordinances are more restrictive than the County Ordinances).

**The Tubac Historic Zone Advisory Board:** A nine-member voluntary board, appointed by the Santa Cruz County Board of Supervisors, who provides advice, oversight and permit approval for any property owner, his/her agent or lessee considering and developing new construction or modifications to existing structures and signage.

**Design Criteria:** A guide, "Tubac, Arizona Historic Zone Design Criteria," is available from Board members and the Santa Cruz County Planning and Zoning Department.

**Permitting process checklist:** 1) Seek direction and application from THZAB or the Santa Cruz County Planning and Zoning Department. (Call the THZAB chairperson for more information.) 2) Submit completed application to Planning and Zoning Department. 3) Attend THZAB review and approval sessions when scheduled. (You will be notified by THZAB chair.) 4) Obtain official notification of approval from Planning and Zoning Department. 5) If denied, an appeal can be made through the Planning and Zoning Department.

**Turnaround Time:** Allow a minimum of 30 days from the application submission date for the approval process.

**Contacts:** **Frank Dillon**, Director, Santa Cruz County Community Development, 2150 N. Congress Drive, Suite 206, Nogales, AZ 85621 (520) 375-7930

## **Tubac Historic Zone Advisory Board**

### **Dear Tubac Historic Zone Development Applicant:**

One of the reasons you are here is because of Tubac's special qualities. It's all of our responsibility to keep it that way.

Preserving our historic character and integrity has proven to far outweigh the inconvenience of compliance. We have maintained the unique quality of life all of us can appreciate. As Arizona's first European settlement from Spanish Colonial times, as a mainstay of Mexican heritage, and center of much of the State's Territorial development, Tubac's historic elements attract thousands of visitors each year. They come to appreciate a rapidly changing "Where Art and History Meet." They come because we are unique, and in the process, contribute to our economic livelihood.

The Tubac Historic Zone Advisory Board members are appointed by Santa Cruz County Board of Supervisors. We serve voluntarily and can offer guidance in the areas of history, architecture, archaeology, law and the permitting process. Our approval is one of several necessary steps to implement a project.

To avoid wasting time, and money, we recommend first seeking our advise, guidance and input early on before filing a formal application. We can make the review process easier by offering direction, permit applications and suggest design criteria options. The "Tubac, Arizona Historic Zone Design Criteria" is a helpful guide to planning and is available from THZAB members or the Planning and Zoning Department.

Call and let me know when you would like us to review your preliminary plans. Meetings will be held virtually with a link posted on the meeting agenda.

There is a turn-around time of a minimum of 30 days the time of submitting a completed application to Planning and Zoning to final approval, so incorporate that time frame into your plans.

We know this seems like a lot of "red tape," but we think you'll agree it's worth it. After all, we are working together to protect our investment in a future that benefits from preservation of our historic past.

Please feel free to call me or Frank Dillon, Director, Santa Cruz County Community Development, at (520) 375-7930 with your questions. We look forward to working with you.

Sincerely,