



SIGN USE PERMIT APPLICATION

APPLICANT

Name _____
 Mailing Address _____

 Contact Person _____
 Phone _____ Fax _____
 Email _____

PROPERTY INFORMATION

Assessor's Parcel # _____
 Township _____ Range _____ Section _____
 Subdivision _____
 Unit # _____ Lot # _____
 Address/Location _____

 Existing Zoning _____
 Existing Land Use _____
 Lot Size _____

CONDITIONAL USE PERMIT REQUEST

Please provide a brief description of the request.

SUBMITTAL CHECKLIST

- Pre-application meeting with a staff planner in the Planning and Zoning Division.
- Application and plans showing the dimensions, type, illumination, advertising design, materials, and colors of the proposed sign.
- A site plan of the property showing the location of the proposed sign, any structures on the property, and all other pertinent information.
- A list of names and addresses of all the property owners within 300 feet of subject property.
- Map to property.
- A non-refundable filing fee. (*See Section 509*)
- All required items need to be submitted to Planning and Zoning at least 21 days prior to the next scheduled meeting.

CERTIFICATION & SIGNATURE

Submittal of this application constitutes consent of the applicant in granting the Community Development Department access to the subject property during the course of project review. No further consent or notice shall be required.

I hereby certify that the information in this application is correct and agree to abide by the regulations of this jurisdiction.

Signature of Applicant

_____ Date _____

Signature of Property Owner (if not the applicant)

_____ Date _____

OFFICE USE ONLY

Received By _____ Date _____
 Receipt # _____ Fee _____
 Permit # _____
 Related Cases _____
 Appeal Filed By _____ Date _____
 Receipt # _____ Fee _____

COMMISSION ACTION

Approved with Conditions (*see attachments*) Denied
 Resolution # _____ Date _____

BOARD ACTION

Approved with Conditions (*see attachments*) Denied
 Ordinance # _____ Date _____



Guidelines for Requesting a Sign Use Permit

Important Information When Submitting an Application:

1. Information will need to be submitted to **Planning and Zoning at least 21 days prior to the next scheduled meeting** to avoid the application being delayed into the following month. Application should be typed.
2. Materials submitted have to be circulated to the Planning and Zoning Division, the Environmental Health Division, the Building Inspections Division, and the Engineering Department for their review and approval.
3. If there are items that need to be addressed, the applicant will be notified after the submitted material has been reviewed.
4. Please remember to keep information **precise** and **detailed**. The applicant should attend the meeting when the request is reviewed and discussed by the Planning and Zoning Division.
5. A total of seventeen (17) copies of all pertinent paperwork (e.g., applications, maps) must be submitted, along with the originals, for all permits that go through the Planning and Zoning Commission.
6. A list of names and addresses of all the property owners within 300 feet of subject property must be submitted.

**Please call Planning and Zoning 24 hours
in advance of the meeting date
to ensure the meeting is still on schedule.
The phone number is (928) 337-7527.
Thank you for your cooperation.**



APACHE COUNTY — Community Development Department

P.O. Box 238 • St. Johns, AZ 85936 • Phone: (928) 337-7527

Fax: (928) 337-7633

Guidelines for Requesting a Sign Use Permit

**THIS INFORMATION HAS BEEN SELECTED
FROM THE APACHE COUNTY OFF-PREMISES SIGN ORDINANCE.**



**ARTICLE 5
SIGN USE PERMIT**

ARTICLE 5

SIGN PERMITS

SECTION 501 PURPOSES

- A. In S-O zones, off-premises signs are allowed subject to the granting of a sign permit by the Board. Because of unusual characteristics, conditional uses require special consideration so that they may be located properly with respect to the objectives of the zoning ordinance, and site characteristic impacts on surrounding properties. The Planning and Zoning Commission reviews and makes recommendations to the Board, which grants, or denies applications, and may apply reasonable conditions to the approval of such uses.

SECTION 502 APPLICATIONS

- A. Applications for a sign permit under this section shall be filed with the planning director on a form provided by the director, and shall also include:

1. Site Plan: A site plan is required for all proposed off-premises signs. The site plan shall:
 - a. be drawn to scale;
 - b. show structures, property lines, adjacent streets, yards, parking and traffic flow, drainage, proposed sign location and design, location of leach fields or sewers, and any other information requested by the Director to evaluate the application.
2. Increased surface drainage will be channeled to natural or man made drainage structures, and not allowed to flow uncontrolled onto neighboring properties, unless an easement or other written permission has been granted. Necessary measures will be taken to prevent erosion.
3. The owner/applicant shall show that traffic to or from a proposed sign(s) will not be excessive for the land area involved, and will not create or significantly increase congestion, or cause safety hazards.
4. To the maximum extent practicable, the site design will preserve and enhance existing trees, water courses, hills and other natural features, as well as vistas, and historic locations and shall be compatible with existing adjoining land uses.
5. Parking: The provisions of Article 6 of the Apache County Zoning Ordinance shall apply.
6. Lighting: The provisions of Article 6 of this Ordinance shall apply.
7. Except for billboards, sign shall not exceed eight (8) feet from grade to the highest point of the sign.
8. Except for billboards, the surface of each advertising sign face shall not exceed one hundred (100) square feet.
9. All setbacks shall be minimum of ten (10) feet from each property boundary.
9. A minimum of 25% of the lot shall remain as open space.
11. The Board may require compliance with any other conditions which in its opinion are necessary to protect the public health, safety, convenience, or general welfare.

SECTION 503

RECOMMENDATION AND APPROVAL GUIDELINES

- A. In general, the following guidelines shall be considered by the Commission in recommending, and the Board in approving, any off-premises signs:
 1. Signs shall be constructed in a safe manner that prevents collapse, wind damage from 80 mile per hour winds, electrical hazards or other unsafe conditions.

- B. The Board may, on its own motion, or at the request of the applicant, reconsider any decision rendered by the Board regarding an application.

SECTION 506 FINDING

- A. In order to deny a sign permit for off-premises signs, the findings of the Board must be that the establishment, maintenance, or operation of the use, or building applied for will be detrimental to the public health, safety, peace, convenience, comfort, or general welfare of persons residing or working the neighborhood of such proposed use, or that the use be detrimental or injurious to adjoining property owners, or to the general welfare of the County, or is in conflict with the County Comprehensive Plan or this Ordinance.

SECTION 507 USE PERMIT TO RUN WITH THE LAND

- A. A sign permit granted pursuant to the provisions of this Article shall run with the land, and shall continue to be valid upon a change of ownership of the site or structure which was the subject of the sign permit application, for a period not to exceed ten (10) years from the date of approval.

SECTION 508 TIME LIMIT

- A. Sign permits become effective on approval by the Board, and are effective for a period not to exceed ten (10) years, except that if the Board places conditions on any approval, the sign permit becomes effective when the director determines in writing that the Board's conditions have been met.
- B. The maximum life span of an off-premises sign approved by the Board may be extended up to an additional five (5) years, upon recommendation by the Commission, and approval by the Board.
- C. Any construction included in a sign permit approved by the Board shall be:
 - 1. commenced and diligently pursued within six (6) months of the date of approval by the Board.
 - 2. completed within one (1) year of the date of approval by the Board.
- D. Failure to comply with the terms of paragraph C. of this section shall constitute non-compliance with conditions of approval, and the sign permit shall become null and void upon written determination by the Director.

- E. No person shall re-apply for the same or substantially the same sign permit on the same or substantially the same plot, lot, or parcel of land within a period of one (1) year from the date of denial, null and void determination or revocation of a permit.

SECTION 509

FEE

- D. A non-refundable filing fee as set by the Board of Supervisors as follows:

- Sign Permit applications for a 4' X 8' sign is \$50.00.
- Sign Permit Applications for any signs over 4' X 8' will be \$200.00.