

Permit Process

A-Frame sign permit application filled out and sent back to the department with a site plan, and drawing or picture of the sign.

Once a completed permit application is received it is reviewed for code compliance and a permit is issued.

There are fees associated to the permit that need to be paid for before a sign can be placed, otherwise it is in violation of City codes.

Site Plan Requirements

Show proposed location for A-Frame sign on site plan with required setback measurements. Indicate buildings, driveways, parking areas, landscape areas and adjacent streets and sidewalks on the site plan.

Sight Visibility:

A-Frame signs shall not be located in such a manner as to create a traffic safety issue by blocking sight visibility from a city street or private driveway. The City Engineer reserves the right to change any permitted sign location that in his/her opinion is a sight visibility problem.

Fees:

There is an annual fee for A-Frame signs that is renewed each January. No part of that fee is refundable or prorated. Renewal notices go out in November each year to remind existing customers to pay for their renewal.

City Codes and Ordinances

Information regarding property development regulations can be found in the Cottonwood Municipal Code and Zoning Ordinance.

www.cottonwoodaz.gov

Summary of Key Regulations

A-Frame or Sandwich Board signs for businesses require an annual permit.

Businesses are allowed one (1) A-Frame sign which must be located on the property. Building facade that directly abuts the sidewalk right-of-way may be allowed one sign per business location on the sidewalk in front of the business as long as a minimum of five feet clear area is maintained on the sidewalk for pedestrian traffic.

A-Frame signs are limited to two (2) feet in width by three (3) feet in length.

A-Frame signs must be located in a safe manner so as to not block vehicle visibility or create pedestrian hazards.

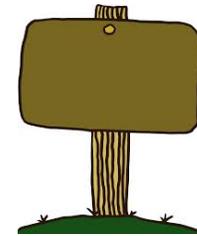
City of Cottonwood Community Development

111 N. Main Street
Cottonwood, AZ 86325
(928) 634-5505



"Inspiring a Vibrant Community"

What are the A-Frame Sign Regulations?



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Introduction:

An A-Frame Sign refers to all types of portable signs that are not fixed to a permanent structure and may be moved on a site. A-Frame portable signs shall be permitted in any zone in association with an approved commercial, industrial, institutional and/or multi-unit residential use, subject to the following restrictions:

Size: Each panel of a two-panel A-Frame sign or a single panel for any type of portable sign is limited to two (2) feet in width by three (3) feet in height, except as may be allowed for in association with a special event permit or temporary sign permit. The A-Frame allowable sign area calculation for the use.

Number: One sign is allowed per business location, tenant or multi-unit residential development. For multi-tenant commercial projects, one (1) sign per tenant is allowed with a minimum of 20 feet of separation maintained before between signs.

Location: A-Frame signs shall be located in the following manner:

- The sign shall be placed on the property being identified or within the right-of-way directly in front of and immediately abutting the property location with an approved encroachment permit. A minimum of two (2) feet setback must be maintained from the back of curb or if the street has no curb, a minimum of eight (8) feet setback must be maintained from the edge of pavement.
- A-Frame signs shall not be located at off-premise locations, including private property or right-of-way not directly in front of the subject use.
- The sign shall be located at grade level.
- No sign shall be located within the 25 feet sight visibility triangle as described in

Section 404.I. Height Limitations on Corner Lots.

- No sign shall be located within 25 feet of the edge of a driveway.
- For businesses located in a commercial center with multiple tenants and/or buildings, the sign may be placed within the development or at the perimeter of the commercial center subject to location and separation requirements.

Sidewalk Locations: Where the building facade directly abuts the sidewalk right-of-way, one (1) sign per business location may be located on the public sidewalk directly in front of the business if a minimum of five (5) feet clear area is maintained on the sidewalk for passage of pedestrians at all times, and an encroachment permit is obtained from the City of Cottonwood, which indicates that the applicant agrees to relinquish any future claim of permanent encroachment by placement of the sign and indemnify the City from any and all liability associated with such sign placement.

Prohibited Locations: A-Frame and portable signs are prohibited in the following locations:

- Off-premise locations, except as otherwise provided for within immediately abutting right-of-way by approved encroachment permit, and as associated with permitted temporary uses and special events.
- In all vehicular circulation areas, including parking lots, parking stalls, drive aisles, drive-ways, crosswalks and roadways.
- In association with home occupations or single-family residential uses.
- In raised or painted medians.
- So that less than a minimum of five (5) feet clear area is provided for pedestrian passage on all sidewalks, pathways, walkways, plazas



or courtyards, or so as to cause a hazard to pedestrian traffic.

- On fences, boulders, raised landscape planters, other signs, vehicles, utility facilities or similar structures.
- Within a minimum distance of 25 feet from a driveway, access drive or street intersection.

Appearance: A-Frame sign structures and display copy must be made and constructed to comply with the following requirements.

- Constructed with a protective, water resistant coating, which is impervious to weather conditions.
- Of sufficient weight and durability to withstand wind gusts and storms so as to not be blown over or become windborne.
- Maintained in a manner free from chipping paint, visible cracks or gouges, loss of letters or general deterioration.

Attachments: No attachments, illumination, banners, ribbons, flags or moving parts are allowed with the sign.

Display Time: All A-Frame signs must be removed at the end of each business day. Signs may be displayed during the posted hours the business is open only.

Any Questions about
A-Frame Signs

Please Contact:

**Cottonwood Community
Development**

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