



TEMPORARY SIGN PERMIT

Required	Submitted
<input type="checkbox"/>	<input type="checkbox"/>

Temporary Sign Permit Application

A complete **illustration** of what the sign shall include:

- 1.) Overall dimensions of each sign;
- 2.) Sign copy (include all text) and colors;
- 3.) For hanging signs provide clearance between the bottom of the sign and the ground
- 4.) If the sign is located in a Historical District, indicate the type of materials from which the sign is made

A **Site Plan** is required for any sign(s) and shall include:

- 1.) Property boundaries including dimensions;
- 2.) Location of buildings and structures including dimensions and setbacks to property lines;
- 3.) Existing signs with dimensions and locations;
- 4.) Location of temporary sign.

DOUBLE FEE SHALL BE CHARGED FOR ALL SIGNS ERECTED WITHOUT A PERMIT.

(Office Use Only)

STAFF TAKING IN APPLICATION

DATE TAKEN IN



City of Cottonwood
 Temporary Sign Permit Application
 111 N Main St.
 Cottonwood, AZ 86326
 (928) 634-5505 Fax (928) 639-4254

PERMIT #:

Assessor Parcel Number: _____

Business Name: (Print Clearly) _____

Property Address: _____ Unit/Suite#: _____

Applicant/Contact: (Print Clearly) _____ Phone: _____

Address: _____ Email Address: _____

City: _____ State: _____ Zip: _____

Property Owner: (Print Clearly) _____ Phone: _____

Address: _____ Email Address: _____

City: _____ State: _____ Zip: _____

1.) Will the sign be located in a new or existing shopping center? _____ Yes _____ No
 If yes, indicate the name of the shopping center _____

2.) How many businesses are located in the same building as this business? _____

4.) Indicate the linear feet (width) of the building that faces the street: _____

a.) If the building has two street frontages please indicate: Front Building _____ Second Street Frontage _____

5.) Will installation of the sign require an encroachment into the public right-of-way with a vehicle or other equipment?
 _____ Yes _____ No

7.) Total valuation of the sign(s): \$ _____

Owner/Applicant _____ Date _____

Step#1
Please list all EXISTING signage for this business on the building of the site on which the new sign will be located. Include signage on existing shopping center marquis.

Sign Text	Wall, Monument or Pole Sign	Sign to be removed Y/N	Total square footage of sign

Step #2
Please list the signage proposed as part of this permit application.

Sign Text	Size of Sign (L x W x H)	Total Square footage of sign
Total square footage of new signage		
Total square footage of new and existing signage		

Staff Use Only			
Banner Date Up:		Banner Date Down:	
1.)	2.)	1.)	2.)
3.)	4.)	3.)	4.)
Community Planner: _____		Date _____	
Comments: _____			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied Zoning _____ Max signage allowed _____			
Engineering: _____		Date _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied			
Building Division: _____		Date _____	
Comments: _____			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied			



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PLOT PLAN SKETCH

Scale: 1 inch = ft.

Job Address:

Assessor's Parcel Number(s):

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