



SIGN PERMIT APPLICATION

PERMIT # _____

Business Name: _____

Business Address: _____

Assessor Parcel # _____ Zoning: _____

Business Owner: _____

Business Owner Address: _____

Phone Number: _____ Email: _____

Sign Contractor: _____ Phone #: _____

Mailing Address: _____

Type of Sign/Square Feet:

Building Mounted Free Standing Temporary _____
(Date of Placement)

Proposed Sign Dimensions:

1) _____ X _____ = _____ Sq. Ft. 2) _____ X _____ = _____ Sq. Ft.

3) _____ X _____ = _____ Sq. Ft. 4) _____ X _____ = _____ Sq. Ft.

Sign Height: _____ Ln. Ft. of Front Wall _____ # of Businesses _____

Existing Sign Dimensions:

1) _____ X _____ = _____ Sq. Ft. 2) _____ X _____ = _____ Sq. Ft.

3) _____ X _____ = _____ Sq. Ft. 4) _____ X _____ = _____ Sq. Ft.

P&B Approval: _____
Permit Fee: _____
Date Issued: _____
Receipt #: _____

Applicant Signature _____ Date _____



SIGN PERMIT CHECKLIST

All signs located within the Town of Chino Valley must go through Development Services Department review and approval prior to installation. All signs shall comply with applicable provision of the Town Building and Electrical codes. It shall be a violation for a sign to exist within the Town of Chino Valley except as provided in Section 4.21 of Unified Development Ordinance (UDO).

It is the responsibility of the applicant to make sure all provisions of Section 4.21 of the Unified Development Ordinance (UDO) are met.

- Completed Application**
- Site Plan:** Provide an inventory of all existing signs on the property showing the type, dimensions and location of each sign. Fully dimensioned plans showing: elevations, dimensions, design copy, and location of each proposed sign in relation to the property line(s), and public right-of-way clear.
- Sign Drawing:** Provide a drawing showing the size, height and shape of the proposed sign. Include a scale drawing of the sign face. Indicate materials used and method of attachment. Freestanding signs please provide structural information.

Application Fees:

Sign permits require a fee of \$100.00. Temporary sign permits require a fee of \$5.00 per thirty (30) day period. Fees are required to be paid when submitting your permit application.

NOTE:

Failure to obtain a sign permit with the Town of Chino Valley prior to starting any work will result in doubling of the sign permit fee.