



Santa Cruz County
Community Development Department
COMMUNITY SIGN PLAN PERMIT APPLICATION
Submittal Requirements Check List

2150 N Congress Drive, Suite 215 ■ Nogales, AZ 85621 ■ 520-375-7930

Santa Cruz County Zoning and Development Code Section 1716(C).

A Community Sign Plan Permit may be applied for by a service and/or non-profit organization. A proposed sign plan showing the locations, height and size of the proposed signs shall be submitted to the Planning and Zoning Director and processed within five (5) working days. The permit shall not exceed thirty (30) calendar days from the date of issuance. All signs shall be removed within ten (10) calendar days after the event.

A complete application must include:

1. A completed application form.
2. A site plan (minimum 11" x 17" size sheet; maximum 24" x 36" sheet) showing:
 - a. The location of all existing buildings and the use of the buildings.
 - b. The location and widths of all roadways and driveways on the site.
 - c. The proposed location of each sign.
3. The height and square footage area of each sign.
4. The date or date range during which the signs will be installed.
5. Electronic pdf files of all documents.



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DESIRING A COMMUNITY SIGN PLAN PERMIT ACCORDING TO THE TERMS OF THE SANTA CRUZ COUNTY ZONING AND DEVELOPMENT CODE:

I (we), the undersigned, hereby petition the Santa Cruz County Planning and Zoning Director to grant a Community Sign Plan Use Permit according to the terms of the Santa Cruz County Zoning and Development Code section 1716 (C) as follows:

Complete all of the following items. Attach additional sheets as necessary. Incomplete applications cannot be processed.

1. List the name, address, phone and email of all parcel owners requesting the Community Sign Plan Permit.

PROPERTY OWNER	ADDRESS	PHONE/EMAIL
_____	_____	_____
_____	_____	_____

2. Tax parcel identification number _____

3. Location of parcel _____

4. Parcel size _____ Zoning _____

5. Describe the existing uses of the parcel and the size and location of existing structures and buildings.

6. Describe all proposed signs, including dates of display, which are to be placed on the property.

The undersigned hereby certifies and declares that to the best of his/her knowledge the data submitted on and attached to this application for a Community Sign Permit is true and correct.

Signature of Petitioner _____ Date _____ Owner Agent (see below)

Address _____

Phone _____ Email _____

If Agent, Owner must complete the following, or submit a separate letter of authorization.
I, _____, Owner of the property for which this application is being submitted, APN _____, do herein authorize _____ to submit Zoning applications and Building Permits on my behalf.

Property Owner Signature _____ Date _____

Property Owner Printed Name _____