



**ADMINISTRATIVE
DESIGN REVIEW
HERITAGE SIGN PLAN**
Revised May 2010

**ADMINISTRATIVE DESIGN REVIEW
HERITAGE SIGN PLAN OR
AMENDMENT
PROCESS GUIDE AND APPLICATION**

**Town of Gilbert
Planning and Development Services Division
90 East Civic Center Drive
Gilbert, Arizona 85296**

Phone 480/503-6700
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APPLICATION PROCEDURES

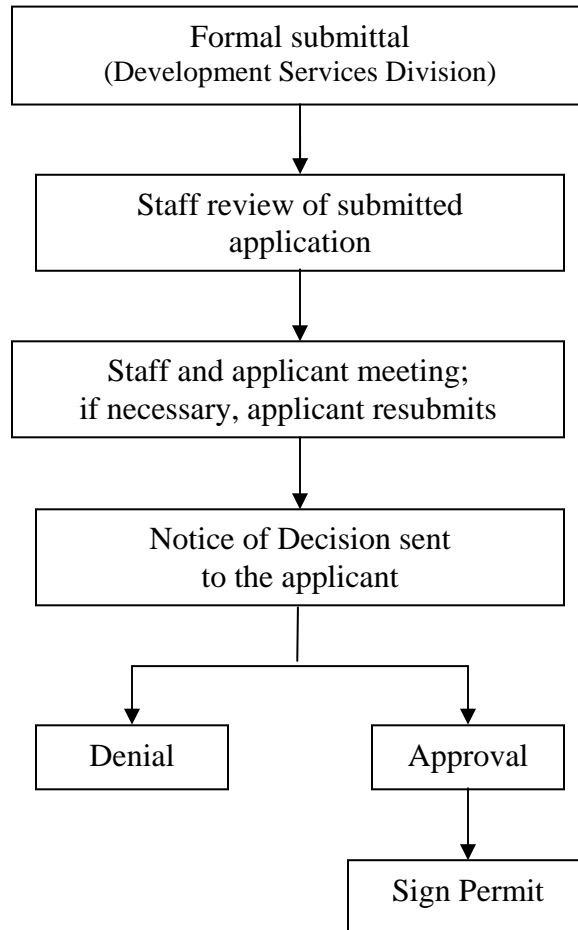
ADMINISTRATIVE DESIGN REVIEW

HERITAGE SIGN PLAN

The following information is provided to assist in the preparation and submittal of an application for Administrative Design Review for a Heritage Sign Plan or amendment to a Heritage Sign Plan. A Heritage Sign Plan is used for single or multiple-tenant commercial or office uses; or for multiple-building complex for a single commercial use in the Heritage District. The application can be processed administratively as long as it meets the requirements of Section 4.4 Sign Regulations, of the Land Development Code. Applications that do not meet the requirements of the Land Development Code require Design Review Board using the *Design Review – Signage* application.

1. *Application Filing* – For an application to be accepted, the applicant must provide all of the required information described on the submittal checklist at the time of formal submittal. Applications received after 4:00 p.m. will be processed the next business day. Incomplete applications will not be accepted.
2. *Staff Review* – Upon receiving a complete application, the submitted application will be routed to Town staff and affected agencies for review and comments. After this review is completed, the comments are consolidated and returned to the applicant within twenty (20) days of submission. The applicant is responsible for addressing staff comments and submitting revised plans. Staff will then respond to the resubmittal within ten (10) days.
3. *Notice of Decision* – The Planning and Development Services Manager will approve, approve with modifications and/or conditions, or deny the application and will set forth any proposed findings and decision on a Notice of Administrative Decision. The Manager may refer an application for Administrative Design Review to the Redevelopment Commission for action.
4. *Building Permits* – Only after the project has been approved can a sign permit be issued. All construction documents for a project must conform to the exhibits approved by staff, including any conditions of approval. Permits may not be issued until the ten day appeal period has expired.
5. *Appeal Process* – Final decisions of the Planning and Development Services Manager may be appealed to the Redevelopment Commission pursuant to the procedures set forth in Section 5.2011: Procedures for Appeals.
6. *Inactive Cases* – All applications need to be actively pursued to a decision. If no activity has occurred on an application for 180 days, the application will be determined to be inactive, deemed to be withdrawn and the file will be closed. Thirty (30) days prior to that date the staff will notify the applicant in writing. The applicant may submit a written request that the application remain active, with an explanation for the inactivity. The Planning and Development Services Manager may grant an extension for up to 180 days for good cause if there is a reasonable belief that the application will be actively pursued during the extension period.

Administrative Design Review Heritage Sign Plan Process



**ADMINISTRATIVE DESIGN REVIEW
HERITAGE SIGN PLAN
CONTENT REQUIREMENTS**

Wall Mounted Signs

1. Project Narrative

- Complete description of request addressing criteria in Section 4.4 of the Land Development Code;

2. Site Plan

- North arrow and scale;
- Vicinity map;
- Net site area;
- Building footprints;
- Existing and proposed building setbacks;
- Required and proposed sign setbacks;
- Location of existing and proposed signs;
- Location of all site improvements in the vicinity of the proposed signs, including retention areas, walls, landscaping, light standards, traffic control devices, electric utility boxes and other signage; and
- Adjacent lot lines and/or structures within 300 feet;
- Existing zoning on site and adjacent property within 300 feet; and
- If prepared by a Registered Design Professional, a signature and seal is required.

3. Sign Details

- Accurate building elevation showing where signs will be located on the building, including mounted height dimensions from finish floor;
- Scale and exterior dimensions of building;
- Number of proposed wall mounted signs;
- Method of illumination;
- Method of mounting;
- Dimensions of signs including sign area calculations; and
- Sign area.

4. Materials/Color Board

- True color photograph or catalog pages of proposed materials and actual colors chips mounted on a maximum 9" x 14" foam or cardboard, noting the color and material name and manufacturer's number.

NOTE: Any photographic color samples will be used for inspection purposes. Please ensure their accuracy.

Freestanding Signs

1. Project Narrative

- Complete description of request addressing evaluation criteria in Section 4.4 of the Land Development Code;

2. Site Plan

- Number of proposed freestanding signs;
- Placement of existing and proposed freestanding signs with dimensions indicating required and proposed separation distances;
- Existing and proposed building setbacks;
- Required and proposed sign setbacks;
- Location of all site improvements in the vicinity of the proposed signs, including retention areas, walls, landscaping, light standards, traffic control devices, other signage, and electric utility boxes; and
- If prepared by a Registered Design Professional, a signature and seal is required.

3. Sign Details

- Scale and exterior dimensions of sign including sign area calculations;
- Number of proposed freestanding signs;
- Height of proposed freestanding signs;
- Number of sign faces;
- Method of illumination;
- Scaled elevations; and
- For change panel signs, proposed frequency and method of change.

4. Materials/Color Board

- True color photograph or catalog pages of proposed materials and actual colors chips mounted on a maximum 9" x 14" foam or cardboard, noting the color and material name and manufacturer's number.

NOTE: Any photographic color samples will be used for inspection purposes. Please ensure their accuracy.



ADMINISTRATIVE DESIGN REVIEW
HERITAGE SIGN PLAN APPLICATION

Received By:

Project Name: _____

(A fee will be imposed for any project name change.)

Approved File Number: _____

Address or Location: _____

Request: [] Wall Mounted Signs [] Freestanding Signs
[] Amendment to Existing Heritage Sign Plan

Request Details: _____

Tax Parcel Numbers: _____

Net Acres: _____ Zoning: _____

Property Owner: (Please print - all info must be provided)

Name (print): _____ E-mail: _____

Address: _____

City, Zip: _____

Phone: _____ Fax: _____

Signature*: _____ Date: _____

* Property Owner's signature certifies that the owner is aware and agrees to the request. A letter of authorization from the property owner is required if the application is not signed by the owner.

Applicant/Contact: (Please print - all info must be provided)

Company: _____

Contact Name: _____ E-mail: _____

(print)

Address: _____

City, Zip: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

FOR STAFF USE ONLY

Submittal Date _____ Case Number _____

Fee Paid _____ EDEN Permit Number _____

Receipt Number _____ EDEN Permit Type PADR

Received By:
Date:

Administrative Design Review Heritage Sign Plan Checklist

(Waiver of any of the following submittal requirements must be documented
by Town Staff in the Town’s Customer Agreement Binder)

REQUIRED MATERIALS	Applicant Checklist	Staff Verification
Application	<input type="checkbox"/>	<input type="checkbox"/>
Fee (see Planning fee schedule).....	<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative	<input type="checkbox"/>	<input type="checkbox"/>
Approval of Subdivision Architectural Review Committee (if applicable) (Letter from Architectural Review Committee stating their approval of this Project).....	<input type="checkbox"/>	<input type="checkbox"/>
Maricopa County Assessor Parcel Map (8.5” x 11”) (Highlight project area and provide parcel numbers).....	<input type="checkbox"/>	<input type="checkbox"/>

Additional Requirements Wall Mounted Signage Only

Site Plan:

- | | | |
|---|--------------------------|--------------------------|
| • 2 copies –Blackline prints (24” x 36”) folded to approximately (9”x 12”) | <input type="checkbox"/> | <input type="checkbox"/> |
| • 1 copy – (11” x 17”) laser print | <input type="checkbox"/> | <input type="checkbox"/> |

Elevations:

- | | | |
|---|--------------------------|--------------------------|
| • 2 copies –Blackline elevation prints depicting wall mounted signage (24” x 36”) folded to approximately (9”x 12”)..... | <input type="checkbox"/> | <input type="checkbox"/> |
| • 2 copies – (11” x 17”) color print copies | <input type="checkbox"/> | <input type="checkbox"/> |

Sign Details:

- | | | |
|--|--------------------------|--------------------------|
| • 2 copies – Blackline prints depicting signage details (24” x 36”) folded to approximately (9”x 12”) | <input type="checkbox"/> | <input type="checkbox"/> |
| • 2 copies – (11” x 17”) color print copies | <input type="checkbox"/> | <input type="checkbox"/> |

Materials/Color Board:

- 1 copy – (9” x 14”- maximum) material/color board(s) providing true color photograph or catalog pages of materials and colors (noting color/material name and manufacturer).....
- 1 copy – (8.5” x 11” – minimum) Photo or color copy of the board(s) for archival purposes.....

**Additional Requirements
Freestanding Signage Only**

Site Plan:

- 2 copies – Blackline prints (24” x 36”) **folded** to approximately (9”x 12”)
- 1 copy – (11” x 17”) laser print copy.....

Sign Details:

- 2 copies –Blackline prints depicting signage details (24” x 36”) **folded** to approximately (9”x 12”)
- 2 copies – (11” x 17”) color print copies.....

Materials/Color Board:

- 1 copy – (9” x 14”- maximum) material/color board(s) providing true color photograph or catalog pages of materials and colors (noting color/material name and manufacturer).....
- 1 copy – (8.5” x 11” – minimum) Photo or color copy of the board(s) for archival purposes.....