GILBERT
ARIZONA
A Community of Excellence

Development Services Department
90 E. Civic Center Drive
Gilbert, AZ 85296
(480) 503-6700 Phone
(480) 497-4923 Fax
www.gilbertaz.gov

ADMINISTRATIVE DESIGN REVIEW COMPREHENSIVE SIGN PROGRAM/ HERITAGE SIGN PLAN OR AMENDMENT

APPLICATION & PROCESS GUIDE

TOWN OF GILBERT
PLANNING SERVICES DIVISION
http://www.gilbertaz.gov/departments/development-services/planning-development

APPLICATION PROCEDURES
ADMINISTRATIVE DESIGN REVIEW
COMPREHENSIVE SIGN PROGRAM/HERITAGE SIGN PLAN

The following information is provided to assist in the preparation and submittal of an application for Administrative Design Review for a Comprehensive Sign Program/Heritage Sign Plan or an amendment to an approved Comprehensive Sign Program/Heritage Sign Plan. A Comprehensive Sign Program is used for multi-tenant buildings, non-residential complexes with multiple buildings, or large-scale mixed-use developments. 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 – Master Sign Plan* application.

1. *Application Completeness* – For an application to be accepted, the Applicant must provide all of the required information described on the submittal checklist, as incomplete applications **<u>will be</u>** rejected. Ensuring the accuracy of the application is the responsibility of the Applicant.

2. *Forms/Review*:

    a. <u>Administrative Completeness Review (see Planning Division Project Review Timelines)</u>: Staff will review the application to make sure all required documents and information have been included. If required information is missing, Applicant will be notified that the application has been rejected until all required information is submitted. If the application is rejected, upon resubmittal, a new Administrative Completeness Review will be required.
    b. <u>Substantive Review (see Planning Division Project Review Timelines)</u>: When complete, the application will be routed to Town staff and affected agencies for review and comment. After this review is completed, the comments are consolidated and returned to the Applicant. The Applicant is responsible for addressing staff comments, revising and amending the application as required, and submitting a complete set of revised plans for a second review to ensure all comments have been addressed to the satisfaction of the Town.
    c. If all comments and issues identified in the Substantive Review have not been addressed to the satisfaction of Staff in the resubmission, the application will be denied. In lieu of denial, the Applicant may, either in writing or electronically, agree to allow Gilbert to submit supplemental requests for additional information. If Gilbert issues a comprehensive written or electronic request or a supplemental request, the Substantive Review timeframes are suspended until the additional information is submitted by the Applicant.

3. *Notice of Decision* – The Planning 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 Design Review Board/ 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 Manager may be appealed to the Design Review Board for a comprehensive sign program or the Redevelopment Commission for a Heritage Sign Plan pursuant to the procedures set forth in Section 5.2011: Procedures for Appeals.

6. *Inactive Cases* – All applications are required by the Land Development Code 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. The applicant may submit a written request that the application remain active, with an explanation for the inactivity. The Planning 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
COMPREHENSIVE SIGN PROGRAM/HERITAGE SIGN PLAN
CONTENT REQUIREMENTS

Wall Mounted Signs

1. **Project Narrative**

   - ❑ Complete description of request addressing criteria in Article 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 Article 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 9” x 14” foam or cardboard (maximum), 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
COMPREHENSIVE SIGN PROGRAM/
HERITAGE SIGN PLAN APPLICATION

GILBERT
ARIZONA

Project Name: _____
(Submit Project Name Change form and fee for name change.)
Approved File Number: _____
Address or Location: _____

Request:
☐ Wall Mounted Signs ☐ Freestanding Signs
☐ Amendment to Existing Comprehensive Sign Program
☐ Amendment to existing Heritage Sign Plan

Request Details: _____

Tax Parcel Numbers: _____
Net Acres: _____ **Zoning:** _____

General Plan Character Area: (if applicable)
☐ Santan ☐ Morrison Ranch
☐ Gateway

Overlay Zoning District:
☐ Santan Freeway Corridor ☐ Phoenix Mesa Gateway Airport
☐ Gateway ☐ Vertical

Property Owner: (Please print – all information must be provided)

Name (print): _____ E-mail: _____
Address: _____
City, Zip: _____
Phone: _____ Fax: _____

Signature*: _____ Date: _____
* A letter of authorization from the property owner is required if the application is not signed by the owner.

Applicant/Contact: (Please print – all information 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
Comprehensive Sign Program/Heritage Sign Plan Checklist

REQUIRED MATERIALS	Applicant Checklist	Staff Verification
PDF copy on disk of **ALL** required items on checklist with images formatted no larger than **11" x 17"**, saved in a **single layer with no write protection** ……...	☐	☐
Submit hard copy of **ALL** required items below:		
Application……..	☐	☐
Fee (see Planning fee schedule)……...	☐	☐
Project Narrative……	☐	☐
Approval of Subdivision Architectural Review Committee (if applicable) (Letter from Architectural Review Committee stating their approval of this Project)…….....	☐	☐
Maricopa County Assessor Parcel Map (8.5" x 11") (Highlight project area and provide parcel numbers)...…….....	☐	☐

Additional Requirements
Wall Mounted Signage Only

Site Plan:		
• 1 copy – (11" x 17") laser print copy to scale…….	☐	☐
Elevations:		
• 1 copy – (11" x 17") color print copy to scale…….	☐	☐
Sign Details:		
• 1 copy – (11" x 17") color print copy to scale…….	☐	☐

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:

- 1 copy – (11” x 17”) laser print copy to scale…… ☐ ☐

Sign Details:

- 1 copy – (11” x 17”) color print copy to scale……. ☐ ☐

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…….. ☐ ☐