



Town of Camp Verde

Community Development Department

◆ 473 S. Main Street, Suite 108 ◆ Camp Verde, Arizona 86322 ◆

◆ Telephone: 928.554.0050 ◆ www.campverde.az.gov ◆

SIGN PERMIT APPLICATION

Sign regulations protect property values; provide an improved visual environment for citizens and visitors; promote and aid the tourist industry; protect the general public from damage and injury which may be caused by faulty and uncontrolled construction of signs; protect motorists and pedestrians from possible injury caused by the distractions or obstruction on improperly situated signs; and promote the public safety, welfare, convenience, and enjoyment of travel and the free flow of traffic within the Town.

Note: The Town of Camp Verde has a Dark Sky Ordinance, which affects light intensity, hours of use, and color/design of signs.

In order to process a sign permit, the following information must be submitted:

- Completed Sign Permit Application Form** including project information, property information, property owner information, applicant/contact information, designation of agent, contractor information, plot plan sketch and lumens calculation sheet (if applicable).

ALL COMMERCIAL SIGNS MUST BE INSTALLED BY A LICENSED SIGN CONTRACTOR

- The following is a list of ROC License classifications that are accepted for sign installations. For additional information on ROC License classifications please visit the Arizona Registrar of Contractors website at <http://www.azroc.gov>.

- B-01 General Commercial Contractor
- B-02 General Small Commercial Contractor
- KB-1 Dual Building Contractor
- KB-2 Dual Residential and Small Commercial Contractor
- CR-38 Signs Contractor

Please Note: All contractors must have a valid ROC License and Town Issued Business License.

Monument, Pole and Wall Signs

- Site Plan** drawn to scale or dimensioned on 8 ½" x 11" size paper including the following:

- Property lines with any existing easements and streets
- Existing buildings
- Locations and a separate drawing showing the sizes of existing signage
- Indicate location of proposed sign
- Detailed graphic or photo of proposed sign in color and dimensions

- Note: If a sign face or sign is being replaced, a photo of the existing sign and a photo of the proposed sign in color would be preferred.

Two (2) Sets of Construction Documents (If Applicable) and one electronic .pdf version (which can be emailed directly to us).

- Footing Detail – Required for pole and monument signs. Please indicate size and depth of footing(s); rebar size(s) and location(s); and strength of concrete to be used.
- Attachment Detail – Required for all mounted signs. Please indicate size(s), type(s), quantities and locations of fasteners to be used.
- Electrical Diagram – If applicable for type of sign being installed.
 - Note: External lights must be fully shielded and observe all aspects of Outdoor Lighting per Part 4 Section 405 of the Planning & Zoning Ordinance. Internal illumination for signs is not included in the overall lumen calculations.

- ❑ **A-Frame Signs** are only allowed on private property; only one per business.
- ❑ **Sign Application Fee** will be collected upon submittal of the application in accordance with the current adopted fee schedule. Please note additional fees will apply for review of footing, attachment, and electrical plans.

Please Note: Submittal of an application does not constitute a complete application until the application is verified as complete and confirmation has been given by the Planning & Zoning Division to the applicant verbally.

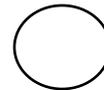
AN INCOMPLETE APPLICATION WILL CAUSE YOUR PERMIT TO BE DELAYED

PLOT PLAN SKETCH:

Show lot/parcel lines and dimensions, adjacent streets and alleys, front of property, driveway, location of all proposed and existing buildings including dimensions, all building setbacks and distances between buildings, location of septic tank and leach lines, locations of incoming water yard lines and meter, electric yard line and meter, gas lines and tanks, any terrain features that affect placements, location and dimensions of easements and any washes, creeks or ditches within twenty (20) feet of the property.

PARCEL NUMBER: _____ - _____ - _____

INDICATE NORTH:



SCALE: _____

NO SMALLER THAN 1" = 50'

I/WE certify that the proposed construction will conform to the dimensions and uses shown and that no changes will be made without first obtaining approval. All structures (including fences, walls, and pads, correct setback distances, legal access and easements, cuts, fills, drainage and any water course on or adjacent to the property within twenty (20) feet of any proposed or existing structure has been indicated.

NAME: _____ SIGNATURE: _____ DATE: _____