



Development Services Department  
1982 North Voss Drive #203  
Chino Valley, AZ 86323  
928-636-4427  
dpadmin@chinoaz.net

## 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 the 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.

### Checklist:

- Completed Application**
  
- Site Plan:** On an 8 ½" X 11" piece of paper provide an inventory of all existing signs on the property showing the type, dimensions and location of each sign. Please indicate the setbacks in relation to the property line(s) and public right-of-way. The site plan does not have to be to scale and may be hand drawn.
  
- Sign Drawing or Picture:** Provide a drawing or a picture showing the size, height and shape of proposed sign. Indicate the materials used and method of attachment. For freestanding signs please provide structural information through a detailed set of plans.
  
- Valid Chino Valley Business License**

### Application Fees:

**Permanent Signs:** \$100.00 one time fee.



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**PERMANENT SIGN PERMIT APPLICATION**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Parcel #: \_\_\_\_\_ Zoning: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_

Business Owner Address: \_\_\_\_\_ License #: BL \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Sign Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Type of Sign & Square Footage

Building Mounted    Free Standing    Illuminated    Other \_\_\_\_\_

Proposed Sign Dimensions (Measurements in Feet or Inches Please):

1) \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_                      2) \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

3) \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_                      4) \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

Sign Height: \_\_\_\_\_ Linear Feet of Front Wall: \_\_\_\_\_ # of Businesses: \_\_\_\_\_

Existing Sign Dimensions (Measurements Feet or Inches Please)

1) \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_                      2) \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

3) \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_                      4) \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_  
 Applicant Signature Date

\_\_\_\_\_  
 Staff Signature Date Received