



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 with in 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.

Application Fees:

Permanent Signs: \$100.00 fee per sign.

Temporary Signs: \$5.00 fee per sign. *These permits can last up to 6 months



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TEMPORARY SIGN PERMIT APPLICATION

Business Name: _____

Business Address: _____

Parcel #: _____ Zoning: _____

Business Owner Name: _____

Phone #: _____ Email: _____ # of Businesses: _____

Date of Placement: _____ Length of Placement (Max 6 Months): _____

Type of Temporary Sign :

Banner

A-Frame

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

Businesses are only allowed up to 48 square feet of signage total for temporary signage

1) _____ X _____ = _____ 2) _____ X _____ = _____

3) _____ X _____ = _____ 4) _____ X _____ = _____

Drawing of the Sign(s) (If you require more space, you may use the back of this paper)

Applicant Signature Date

Staff Signature Date Received