



CITY OF MESA
DEVELOPMENT SERVICES
ZONING PLAN REVIEW
ATTACHED AND FREESTANDING SIGN REQUIREMENTS

PROJECT STREET ADDRESS: _____

PERMIT # _____

THIS CHECKLIST MAY BE USED AS A GUIDE WHEN REVIEWING PLANS FOR A SIGN PERMIT, ATTACHED TO A BUILDING OR FREESTANDING. THESE COMMENTS CAN BE CUT AND PASTED INTO YOUR ELECTRONIC DOCUMENT REVIEW. **NOTE: THIS IS TO BE USED AS A GUIDE AND NOT AS A COMPLETE COMPREHENSIVE LIST. ADDITIONAL ITEMS THAT ARE NOT INCLUDED ON THIS LIST MAY BE IDENTIFIED DURING THE REVIEW PROCESS.**

General:

- _____ 1. City records indicate previous permits have not received final inspection. Previous permit issues must be resolved prior to issuance of a permit. Contact Permit Services at 480-644-4273.
- _____ 2. City records do not indicate that a permit has been obtained for the occupancy of this building or suite. The sign permit may be held until the Certificate of Occupancy issued.
- _____ 3. A Special Use Permit for a comprehensive sign plan has been approved for this site, Case number: _____. Provide the approval to indicate the proposed sign location(s) have been approved by the landlord/developer/management company.
- _____ 4. A legal non-conforming sign shall not be re-erected, relocated or replaced unless it is brought into compliance per §11-43-2 B 1 e of the City of Mesa Zoning Ordinance.
- _____ 5. This property is located in the _____ zoning district. Signs must comply with §11-43-_____ of the City of Mesa Zoning Ordinance.
- _____ 6. Remove the temporary/portable sign. The proposed sign is a temporary _____ sign. The sign must comply with Chapter 42 of the City of Mesa Zoning Ordinance.
- _____ 7. Exposed illumination that outlines the building requires Design Review approval. §11-30-5 D.

Attached Signs:

- _____ 8. Provide a detailed site plan including the property dimensions, North arrow, scale, easements, right of way dimensions, building dimensions and locations and proposed sign locations. §11-47-3

- _____ 9. Provide frontage dimensions for the building and/or suite. If the occupancy fronts on two streets, provide both frontage dimensions. §11-50-3
- _____ 10. Provide a description of the advertising copy or wording to be displayed on the sign.
- _____ 11. Provide an elevation of the proposed sign. §11-47-3
- _____ 12. The background on attached wall signs shall be opaque with only sign copy to illuminate on wall sign. §11-43-2 B.1.e.
- _____ 13. Attached signs shall be mounted so that the attachment device is not visible or discernable and shall consist of individual pan channel or other durable material or architecturally designed cabinet that is irregular and freeform in shape. §11-43-2 B.1.a.
- _____ 14. Provide dimensions of all existing and proposed attached signs.
- _____ 15. Attached signs must be placed on the elevation of the same tenant space for which the Certificate of Occupancy is issued. §11-43-2 B.1.d.
- _____ 16. Provide a description of the advertising copy or wording to be displayed on the sign.
- _____ 17. Specify method of attachment and provide a detail showing attached signs. §11-47-3
- _____ 18. Specify electrical components and wiring. PK housing or equivalent is required for neon tubing not terminated in an exterior metal sign raceway.
- _____ 19. Any changes to the exterior building colors or materials including the fascia color requires an administrative design review application through the Planning Division. For more information regarding this process please contact a Planner at 480-644-2385.

Freestanding/Monument Signs:

- _____ 20. Provide a detailed site plan including the property dimensions, North arrow, scale, easements, right of way dimensions, building dimensions and locations and proposed sign locations.
- _____ 21. Provide current and future right-of-way dimensions on the site plan. Signs are prohibited within, on or projecting over the right-of-way. §11-41-3 D.1.
- _____ 22. Show any existing or proposed easements on the property. Signs may not be in dedicated easements.
- _____ 23. Identify the sight visibility triangle to demonstrate the sign is located out of the triangle at street intersections or driveways as provided in the City of Mesa Engineering and Design Standards Section 211 – Sight Distance and Visibility Guidelines. §11-41-8
- _____ 24. The replaced sign is located within the future right-of-way widths of the adjacent road. Consequently, a sign agreement will be required to be signed by the property owner and recorded against the property to allow the new signs to be installed in the same location within the future right-of-way. A sign agreement specifies that the property owner is responsible for the removal of the sign should the City ever widen the street. It is a document drafted by City staff and provided for signature when an approvable site plan is provided. §11-47-7

- _____ 25. Provide dimensions from the back of the curb or sidewalk to the leading edge of all existing and proposed freestanding signs.
- _____ 26. Relocate the freestanding sign to a location 15' from the face of curb to leading edge of sign. §11-43-2 C.1.d
- _____ 27. Provide distance between freestanding signs. Freestanding signs must be a minimum of seventy-five (75) feet apart when located on the same parcel or Group C-O-I Development site. §11-43-2 C.1.c
- _____ 28. The Electronic Message Panel requires a certification letter from the owner. Provide a written certification from the owner of the sign attesting that said owner has read and understands the provisions of Section 11-43-5, Section 11-41-7 B and Section 11-41-7 C and agrees to abide by said Sections and agrees to cooperate with City of Mesa staff with regards to any nighttime testing that may be necessary should the 0.3 foot-candle limitation be at question.
- _____ 29. Provide dimensions, height and square-footage of all existing and proposed freestanding signs.
- _____ 30. Provide an elevation for the proposed freestanding sign(s). §11-47-3
- _____ 31. Provide a description of the advertising copy or wording to be displayed on the sign.
- _____ 32. Revise all tenant panels on the freestanding sign to be opaque with routed out faces or demonstrate that translucent material will meet the 50% opacity or more requirements so that only the sign copy is primarily illuminated. §11-43-2 C.1.
- _____ 33. Provide construction specifications, engineered footing details or ASA approved footing details and materials for proposed signs (for ASA members only).

Provide sign and sealed engineered footing/foundation details for the sign structure showing all components such as depth and type of footing, pole support, masonry information, etc. ASA members may use and shall identify the ASA standard details used. Non-ASA members or signs not designed to ASA standard shall provide structural engineering sealed by an Arizona registered professional to Mesa governing code IBC 2018.
- _____ 34. Redesign the freestanding sign in accordance with §11-43-2 A and C of the Mesa Zoning Ordinance.
- _____ 35. Additional review comments may be identified upon review of revised plans.