




Portable Signs: A-frame or T-frame

City of Mesa
Development Services Department

The downtown area is an intense pedestrian area with buildings built to the property line thus requiring some allowance for signage in or over the right of way. The sign requirements and allowances have been adjusted in the downtown to meet the unique needs of this area. A business owner within the Downtown Pedestrian Area, can display portable signs that are a-frame or t-frame in the Downtown Core (DC) Zoning District or in the following Transects: T4NF, T4MS, T5MSF, T5MS, T6MS, and MX. A-frames and t-frames are regulated by the Zoning Ordinance. Portable sign allowances can be found in Section 11-42-3 as summarized below:

Sign Type/Maximums	Illustrative Example	Permitted Zoning			
A-frame or T-frame: A lightweight portable sign resting atop the ground without penetrating the ground. Max. Size: 8 sq. ft. Max Height: 4 ft.		AG	RS	RSL	RM
		OC	NC	LC	GC
		DR-1	DR-2	DR-3	MX
		DB-1	DB-2	DC	PEP
		LI	GI	HI	EO
		T3N	T4N	T4NF	T4MS
		T5N	T5MSF	T5MS	T6MS

A-frames and T-frames require a Permit be issued prior to the display of the sign. **The Permit must be obtained annually and is valid for one year.** The portable sign cannot interfere with pedestrian movement or obstruct ADA access. A minimum access width of five (5) feet shall be maintained along all sidewalks and building entrances accessible to the

public. The portable sign can only be displayed during the operating hours of the business and must be removed during non-business hours. The portable sign must be maintained in good condition throughout the term of the AUP.

Permit requirements:

1. Pay the Permit Fee of \$26.00.
2. Provide a picture of the front of the building showing the sidewalk and area where the sign is proposed.
3. Provide a picture or elevation of the a-frame or t-frame sign. Provide height and width of the sign.
4. Provide a Certificate of Insurance that is in effect for the term of the permit, which is typically one calendar year from the date of issuance. The Certificate of Insurance must include the following:

Type of Insurance	Carrier	Policy No.	Policy Period	Liability Limits	
				MINIMUM COVERAGE	ACTUAL
1. Worker's Compensation				Statutory	_____
2. Employer's Liability				\$1,000,000 each acc \$500,000 disease policy limit \$100,000 each employee	_____ _____ _____
3. Commercial Automobile Liability*				\$1,000,000 CSL each occurrence	_____
4. Commercial General Liability including Contractual and Product/Completed Operations*				\$1,000,000 ea occ General Aggregate	_____ _____
5. Excess Liability*					_____
6. Course of Construction*				Contract Price	_____

The basic insurance requirements are provided above, please reference the link below for complete requirements and additional information: <https://www.mesaaz.gov/home/showdocument?id=32756>.



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Address: _____ Suite # _____ PMT _____ - _____

Business Name: _____

Business Owner: _____

Business Phone: _____ Mobile#: _____

Valuation of Sign: \$ _____ .00	Max. Size: 8 sq. ft. Area (sq. ft.) of Sign: _____	Max. Height: 4 feet Height of Sign: _____
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I understand I am obtaining permission to display one, non-illuminated portable a-frame or t-frame sign within the right-of-way which is subject to all the following conditions:

- a. Annually apply for and obtain an Administrative Use Permit (AUP) from the City of Mesa. The AUP is valid for one (1) year from the date of issuance.
- b. Renew the AUP within thirty (30) days of the expiration date of the current AUP. The AUP shall be renewed provided that, on the date of application, the business owner is in compliance with all provisions of the Sign Ordinance.
- c. The application and renewal of the AUP requires submission of a Certificate of Insurance which complies with the City's current insurance requirements.
- d. The portable sign does not interfere with pedestrian movement or obstruct ADA access. A minimum access width of five (5) feet is maintained along all sidewalks and building entrances accessible to the public.
- e. The portable sign does not encroach into required off-street parking areas and does not create site visibility conflicts or other traffic hazards.
- f. The portable sign is only displayed during the operating hours of the business and is removed during non-business hours.
- g. The portable sign is maintained in good condition throughout the term of the AUP.

Signature

Date

For staff use only:

1. Create a PMT Sign Permit Record, enter valuation provided by applicant, area of sign, select Downtown A-frame, Non-illuminated Sign with a quantity of 1.
2. Go through the workflow, no plan review is required. Upload pictures of the front of the building and the sign.
3. Ensure sign does not obstruct ADA Accessibility routes, ramps and pedestrian walkways.
4. Permit Fee is \$25.00 plus \$1.00 for the Technology Fee, \$26.00 total.
5. Provide customer a copy of approval for their records/maintained at the business.