



APACHE COUNTY — Community Development Department

P.O. Box 238 • St. Johns, AZ 85936 • Phone: (928) 337-7526 • Fax: (928) 337-7633

ON-SITE SIGN USE PERMIT APPLICATION

APPLICANT

Name _____

Mailing Address _____

Contact Person _____

Phone _____ Fax _____

Email _____

PROPERTY INFORMATION

Assessor's Parcel # _____

Township _____ Range _____ Section _____

Subdivision _____

Unit # _____ Lot # _____

Address/Location _____

Existing Zoning _____

Existing Land Use _____

Lot Size _____

CONDITIONAL USE PERMIT REQUEST

Please provide a brief description of the request.

SUBMITTAL CHECKLIST

- Application and plans showing the dimensions, type, illumination, advertising design, materials, and colors of the proposed sign.
- A site plan of the property showing the location of the proposed sign, any structures on the property, and all other pertinent information.
- Map to property.
- A non-refundable filing fee.

CERTIFICATION & SIGNATURE

Submittal of this application constitutes consent of the applicant in granting the Community Development Department access to the subject property during the course of project review. No further consent or notice shall be required.

I hereby certify that the information in this application is correct and agree to abide by the regulations of this jurisdiction.

Signature of Applicant

_____ Date _____

Signature of Property Owner (if not the applicant)

_____ Date _____

OFFICE USE ONLY

Received By _____ Date _____

Receipt # _____ Fee _____

Permit # _____

Related Cases _____

Appeal Filed By _____ Date _____

Receipt # _____ Fee _____

DEPARTMENT ACTION

- Approved w/Conditions
- Approved
- Denied

Signature _____ Date _____

1/30/2009

Article 7

General Regulations

Section 701. On-Premise Signs Purpose and Definitions

The purpose of this section is to provide for signage while maintaining and, where possible, enhancing traffic and pedestrian safety, property values, and the county's aesthetic character and attractiveness to economic development.

Section 702. Prohibited Signs

The following signs shall be prohibited:

1. Signs that contain statements, words, or pictures of an obscene or indecent nature. Obscene or indecent material is material that depicts uncovered human sexual organs or female breasts, or the touching of covered human sexual organs or female breasts, or that depicts human or animal sexual activity or that includes words commonly used as insult epithets.
2. Signs that contain or are an imitation of an official traffic sign or signal or contain the words "stop", "go slow", "caution", "danger", "warning" or similar words.
3. Signs that are of a size, location, movement, content, coloring, or manner of illumination which may be confused with or construed as a traffic control device or which hide from view any traffic or street sign or signal.
4. Signs that flash, move, blink, change color, chase, or have other animation effects except time and temperature signs, or revolving signs that do not exceed the rate of seven revolutions per minute, but not including revolving beacon lights.
5. Signs that contain or consist of portable signs, tent signs, and strings of light bulbs not permanently mounted on a rigid background.
6. Signs that swing or otherwise move as a result of wind pressure because of the manner of their suspension or attachment.
7. Signs placed on any curb, sidewalk, post, pole, hydrant, bridge, tree or other surface located on public property including the posting of handbills, except as may otherwise expressly be authorized by this section.
8. Signs identifying businesses no longer in existence. The sign structure may remain provided that all sign copy is removed or concealed in a manner consistent with the overall sign design. Facing on metal framed internally illuminated signs shall be either inverted or replaced with a blank durable plastic facing. Sign copy must be removed within thirty (30) days of business closure.
9. Signs on inoperable motor vehicles to include trailers, water tanks, or other unmotorized vehicles.

Section 703. Exemptions

The following types of signs are exempt from the Sign Regulations of this section to the extent stated.

1. **Safety and Information Signs**
Signs erected by, or on the order of, public officers in the performance of their duty, such as but not limited to safety signs, danger signs, trespassing signs, traffic signs, memorial plaques, signs of historical interest, informational signs, and the like.
2. **Institutional Signs**
Permanent signs setting forth the name of any noncommercial institution, located entirely on the building of that institution, up to an area of five (5) percent of the building face

area. If building mounted, these signs shall be flat wall signs and shall not project above the roofline; if ground mounted, the top shall be no more than six (6) feet above ground level.

3. **Integral Signs**
Names of buildings, dates of erection, monumental citations, commemorative tablets and the like when carved into stone, concrete or similar material or made of metal, or other permanent type construction and made an integral part of the structure.
4. **On-site Directional Signs**
Parking lot and other directional signs, not exceeding six (6) square feet in area per sign. Such signs shall be limited to the guidance of pedestrian and/or vehicular traffic within the premises on which they are located and shall not display any other advertising.
5. **Nameplates**
Nameplates, not exceeding two square feet in area containing only the name of the resident, title of person conducting a permitted home occupation, name of building and name of agent.
6. **Temporary Signs**
Temporary noncommercial signs may be erected as participation in a public parade, event, or celebration for a period not to exceed ten (10) days, provided that they are removed by the business owner or event manager within three days after the event.
7. **Menu Signs**
Menu signs at drive-in establishments that are not designed to be read from the public right of way or signs not visible beyond the boundaries of the lot or parcel upon which they are located or from any public right of way.
8. **Warning Signs**
Private Warning or instructional signs, such as “No Soliciting”, “No Trespassing”, “Beware of Dog”, or other similar types of signs not exceeding one and one-half (1½) square feet per sign.
9. **Window Signs**
Decals, paint, or other applications on the window glass of a commercial business.
10. **Political Signs**
Political signs of not more than twenty-four (24) square feet are permitted during an election campaign, provided that campaign signs are not posted more than forty-five (45) days preceding the election and are removed within fifteen (15) days following the election. Political signs may be freestanding or wall-mounted to a building, or fence mounted. Roof-mounted signs are not permitted. Political signs may not be affixed to utility poles or traffic signs and shall not in any way present a traffic hazard or vision obstruction and shall not be located in the public right-of-way.

Section 704. Temporary Signs

1. Land Sales Signs

Non-illuminated signs advertising the sale or development of land containing an area of not less than five lots or one acre shall be allowed as temporary signs, provided that:

- A. such signs shall not exceed thirty-two (32) square feet;
- B. not more than one sign shall be placed per parcel; and
- C. such signs shall be removed within fifteen (15) days of the sale of the last lot by the original owner/developer of the latest approved phase.

2. Real Estate Sales Signs

Non-illuminated signs pertaining to the sale or lease of the premise on which they are located shall be allowed as temporary signs, provided that:

- A. Only one sign is permitted to face on each street adjacent to the property; and
- B. Such signs shall be a maximum aggregate area of sixteen (16) square feet on residential lots and a maximum of thirty-two (32) square feet on non-residential property or residential property larger than twenty (20) acres in size for each street frontage; and
- C. Such signs shall be removed within fifteen (15) days after the transfer of title or the signing of the lease.

During the period of time between the execution of a contract for sale or lease and the finalization of the same, a “sold”, “sold by” or similar sign will be permitted.

3. Contractor’s Sign

One non-illuminated sign advertising the development or improvement of a property by a builder, contractor, or other person furnishing service, materials, or labor to the premise during the period of construction, development, or lot sales shall be allowed as a temporary sign, provided that:

- A. The sign shall not exceed thirty-two (32) square feet; and
- B. The sign shall be removed within twenty-four (24) hours after certificate of occupancy is issued.

4. Yard Sale Signs

Yard sale signs shall not exceed six (6) square feet for each sign. These signs may be placed on the property or on other private properties with the permission of the owners. Yard sale signs must be removed within one (1) day after the sale.

Section 705. General Standards for all Signs

The following requirements shall apply to signs in all zoning districts unless otherwise indicated.

1. Permits Required

Permits shall be required for all new signs except those exempt signs listed in Section 703. The alteration of sign faces by painting or overlay shall be considered as construction of a new sign.

2. Maintenance and Repair

All signs must be kept in good repair and aesthetically maintained. Maintenance, touch-up, repainting or repair of a legal sign shall not require a sign permit.

3. **Location of Signs**
All signs shall be located on the same lot as the use to which it is associated, unless they qualify as off-premise signs under this section.
4. **Permanent Signs**
All signs shall be permanent in nature except for those signs allowed as Temporary Signs in accordance with this section.
5. **Wind Load Standard**
All exterior signs shall be engineered to withstand a minimum wind load of thirty (30) pounds per square foot without violating any provisions of this chapter.
6. **Obsolete Signs**
Signs identifying businesses no longer in existence. The sign structure may remain provided that all sign copy is removed or concealed in a manner consistent with the overall sign design. Facing on metal framed internally illuminated signs shall be either inverted or replaced with a blank durable plastic facing. Sign copy must be removed within thirty (30) days of business closure.
7. **Sign Measurement**
The total surface area of one sign face of free-standing signs, and projecting wall signs shall be counted as part of the maximum total surface area allowance. Off-premise signs shall not be counted in maximum square foot allowance.
8. **Illumination**
Illumination of all signs shall comply with the following standards:
 - A. The light from any illuminated sign shall be so shaded, shielded and directed that the light intensity does not generate glare onto nearby residential areas between sun-up and sun-down.
 - B. Neither the direct nor the reflected light from primary light sources shall be visible or create a traffic hazard to operators of motor vehicles on public thoroughfares or approaches to public thoroughfares, as determined by the Apache County Engineering Department.
 - C. No exposed reflective type bulbs or incandescent lamps which exceed 36 watts shall be used on the exterior surface of a sign.
9. **Identification and Marking**
Each sign requiring a permit hereafter erected or remodeled shall bear, in a permanent position, an identification plate stating the date the sign was erected and the name of person, firm or entity responsible for the construction and erection.

Section 706. Signs in Residential Zones

Signs shall be allowed in all Residential zones in accordance with the standards of this subsection.

1. **Sign Types Allowed**
 - A. A bulletin sign, not to exceed thirty-two (32) square feet per face, may be erected upon the premise of any public institution for the purpose of displaying the name of the institution and its activities or services.

- B. One identification sign shall be allowed for each multi-family building or complex, provided that:
 - 1. Such sign shall not exceed ten (10) square feet in area;
 - 2. If lighted, such sign shall utilize indirect illumination only; and
 - 3. Such sign shall contain only the building or complex name and street number.
 - C. Signs advertising any subdivision or other residential project under construction shall be permitted provided that the following conditions are met.
 - 1. All signs in the model home area and on the subdivision site shall not exceed a total aggregate of thirty-two (32) square feet per fifty (50) acres of development up to a maximum 200 square feet.
 - 2. Individual permanent on-site subdivision signs shall not exceed sixty-four (64) square feet and shall be permitted at each major vehicular entrance to the development.
- 2. Location
Permitted signs may be located anywhere on the property.
 - 3. Height
The height of freestanding signs shall not exceed ten (10) feet or the height of the building the sign is advertising. If building mounted, the sign shall be flush mounted and shall not be mounted on a roof of the building or project above the roofline.
 - 4. Illumination
Only indirect or internal illumination shall be used for letter faces and logos.

Section 707. Commercial and Industrial Zones

Signs shall be allowed in Commercial and Industrial zones in accordance with the standards of this subsection.

- 1. Signs Types Allowed
Signs in Commercial and Industrial zones may include flush wall signs, freestanding signs, and projecting signs. All signs allowed in residential zones are also allowed in Commercial and Industrial zones. Real estate signs in Commercial and Industrial zones shall be limited to a maximum size of thirty-two (32) square feet.
- 2. Location and Size
Permitted signs may be located anywhere on the premises except as specifically restricted in this section. The total amount of signage to be allowed on any property shall not exceed the sign allowance standard of this section. No single sign may be larger than 300 square feet.
- 3. Wall Signs
 - A. The sign allowance shall be calculated on the basis of the area of the one building façade which is most nearly parallel to the street it faces. Each building facade that faces a dedicated public street shall have its own sign allowance.
 - B. In the event a building does not have frontage on a dedicated public street, the owner of the building may designate the one building facade which shall be used for the purpose of calculating sign allowance. In the event the only building facade that faces a dedicated street contains no commercial display area, a

property owner may designate another building facade to serve as the basis for calculating the total amount of sign area allowed.

- C. Up to two square feet of sign area shall be allowed for each linear foot of building facade for wall signs. Wall signs may extend up to twelve (12) inches from the face of the building if the base of the sign is at least eight (8) feet above ground level. Show window signs in a window display when incorporated with such display will not be considered part of the total sign allowance.
- D. On any building which allows wall signs, or projecting signs, a maximum of two (2) of these types may be used. If a wall sign is used, the sign allowance of two (2) square feet per linear foot of building may be divided between the two (2) signs. If a projecting sign is used, the allowance for the projecting sign shall be subtracted from the flush wall sign allowance.

4. Projecting Signs

- A. Signs may project up to twelve (12) inches from the face of the building if located eight (8) feet or more above grade but shall not project beyond the back of curb. Total area per sign face shall not exceed one and one-half (1½) square foot per linear foot of building facade.
- B. On places of public entertainment such as theaters, arenas, meeting halls, etc., where changeable copy signs are used, the projection may be one and one-half (1½) foot for each linear foot of building frontage provided that it does not extend further than four (4) feet back of the curb face.

5. Freestanding Signs

- A. No more than one (1) free-standing sign shall be permitted for any parcel for each street frontage. The sign allowance per frontage can only be used on that frontage and shall not be transferred to any other frontage.
- B. Maximum sign allowance shall be calculated by the linear front feet of property on a public right of way in accordance with the following:
- C. Signs may be installed at street right of way line but no part of the sign shall project into the right of way line. If the existing street right of way width is less than that required in the Engineer Road Standards, the distance shall be measured from the line of such right of way as required by the Apache County Engineer Road standard rather than from the existing right of way line. Single legs of one-way road pairs shall be treated as four-lane roads.
- D. When electrical service is provided to free-standing signs, all such electrical service shall be underground.

Section 708. Planned Unit Developments, Master Planned Community, Conditional Uses

Properties in an approved PUD district, Master Planned Community or part of an approved Conditional Use Permit shall have the signs on the properties reviewed and approved as part of the development plan. Variance of the maximum total surface area of signs shall not be permitted, but the maximum sign allowance for the entire development or use may be aggregated and the total allowance redistributed.

Section 709. Off-Premise and Directional Signs

Refer to the Off-Premise Sign Regulations Article 26

Section 710. Removal and Disposition of Signs

1. Maintenance and Repair

- A. No person shall retain on any premises owned or controlled by them, any sign which is in a dangerous or defective condition. The Community Development Director shall require the removal or repair of any sign by the owner of the sign or the owner of the premises upon which it is located. In cases of immediate danger to the public due to the defective nature of a sign, the Community Development Director may cause the immediate removal of the sign and may assess the costs of the removal against the owner of the property.
- B. The appearance and safety of all signs shall be maintained by the replacement of all defective parts and by periodic painting, repainting, cleaning and other acts required for proper maintenance and appearance.

2. Abandoned Signs

Except as otherwise expressly stated herein, a sign which is located on property which becomes vacant and unoccupied for a period of thirty 30 days or more, or a sign which pertains to a time, event or purpose which no longer applies, shall be considered abandoned. Permanent signs applicable to a business temporarily suspended because of a change of ownership, tenants or management of the business shall not be considered abandoned unless the property remains vacant for a period of 180 days or more. The structure and face of an abandoned sign shall be removed by the owner of the sign or the owner of the premises. A sign which is not removed may be removed by the Community Development Director and costs assessed against the owner of the property on which the