CITY OF SIERRA VISTA
TEMPORARY SIGN PERMIT APPLICATION
Department of Community Development
1011 N. Coronado Drive
Sierra Vista, Arizona 85635
Phone (520) 458-3315   Fax (520) 452-7023

PERMIT APPLICABILITY:
- A temporary sign permit is required for all temporary signs, which are not permanently mounted, regardless of construction material, and are displayed for a limited period of time. A temporary sign can be either a wall or freestanding sign.

REQUIREMENTS:
- All temporary signs, with the exception of special event signs, are to be located outside of the public right-of-way. Freestanding signs, with the exception of air puppets, are not to be closer than 20 feet from the curb of a street and 10 feet from the intersection of a driveway.
- Air puppets shall be located behind the property line, no closer to the pedestrian way (multi-use path or sidewalk) than the height of the sign. If there is no pedestrian way present, the setback should be measured from the curb of the street or the edge of the pavement.

TYPES OF TEMPORARY SIGNS:
- **Wall Signs:** Signs include banners and pennants. The maximum aggregate sign area shall be 1.5 square feet for every linear foot of building frontage. The height shall not extend above the roofline or the top of the parapet wall.
- **Freestanding Signs**: Includes Ground-Mounted, Inflatable, and Windblown Signs.
  - Ground-Mounted Signs. The total sign area shall be 16 square feet per sign face. The maximum height shall be 6 feet. The number shall be limited to one per street frontage.
  - Inflatable or Windblown Signs. The total sign area shall be 32 square feet. The maximum height shall not exceed the zoning height limit. The number of signs, with the exception of air puppets, shall not be regulated. Air puppets are limited to one per business name and one per shopping center, industrial park, or commercial or industrial subdivision.

TYPES OF PERMITS: Only one type of permit can be used at any one time with the exception of Holiday Permits.
- **Seven-Day Permit**. Applicable to all temporary signs except for air puppets. A maximum of ten 7-day permits may be issued consecutively in a calendar year.
- **Air Puppet Permit**. Applicable only to air puppets. The signs shall be limited to the zoning district height and shall only be issued for weekends and holidays.
- **Special Event Permit**. Only to be used by non-profit organizations or community-oriented functions. Applicable only to ground mounted signs, including A-frame signs. The signs can be located in the right-of-way up to 72 consecutive hours, provided they do not conflict with ADA requirements, pedestrian rights-of-way, and clear vision areas. A single permit will be issued annually for an organization's recurring event. The sign is limited to the name of the event, the location, dates and times, and directional information.
- **Saturday Promotion Permit**. Applicable to all temporary signs except for air puppets.
- **Going Out of Business Sale Permit**. Applicable to all temporary sign permits except for air puppets. The permit shall not exceed 30 consecutive calendar days per business within a 12-month period.
- **Holiday Permit**. Applicable to all temporary signs except for air puppets. The permit shall be issued between the Thanksgiving Holiday and New Year's Day and does not count toward the maximum number of allowed days for temporary signs.

Failure to comply with the terms of this temporary sign permit process shall result in revocation of all temporary permits for the remainder of the calendar year in which the permit was issued.

SIGN & LOCATION INFORMATION
PROPOSED DATES: _____**TOTAL # NO OF DAYS**_____
PROJECT ADDRESS: _____
NAME OF BUSINESS: _____ **EVENT:** _____
CONTACT PHONE: _____ **CONTACT PERSON:** _____
Please **CIRCLE** the type of permit you are applying for and the **DIMENSIONS** of the sign(s).
Wall Sign, Free Standing, 7-Day Event, Air Puppet, Special Event, Saturday Promotion, Going Out Of Business, Holiday
_____
_____
SIGNATURE: _____ DATE: _____