



TEMPORARY SIGN PERMIT PROCEDURAL GUIDE

APPLICATIONS MUST INCLUDE THE FOLLOWING SUPPORTING DOCUMENTS

Please provide a completed application form and 2 copies each of the following:

- A. Site Plan indicating proposed sign location
- B. Rendering of the proposed temporary sign (an elevation or rendering)

Fees will be paid in accordance with the applicable fee schedule.

Town of Marana, Arizona Land Development Code
--

Title 16-14-35 Temporary Promotional Special Event Sign

- A. A temporary promotional sign is permitted for any business, which contains appurtenant sign copy to promote the following special events: grand openings, change of business address, change of ownership or lessee, business anniversaries, and holidays.
- B. Any sign allowed pursuant to this subsection may consist of paper, cardboard, plastic or fabric.
- C. Any sign allowed pursuant to this subsection shall be located on the premises of the business having the special event and provided that the number and location of the signs shall not create a traffic hazard because of the destructive character to motorists of any sign or the cumulative effect of all the signs on the lot, nor shall any sign unreasonably obscure existing signs or adjacent properties.
- D. No limitation shall be placed on the area of a temporary promotional special event sign except that a sign shall not conflict with the provisions herein and only one (1) freestanding pole sign shall be allowed on each street frontage.
- E. Any sign allowed pursuant to this subsection shall not be more than eight (8) feet in height or contain more than forty (40) square feet of sign area.
- F. A grand-opening sign is a sign which gives direction to an open-house type introduction, promotion, announcement of a new business, store, shopping center, office, or of an established business changing ownership.
- G. A temporary special events sign permit shall be obtained and is subject to the approval of the Planning Director.
 - 1. The location(s) and sign types shall be indicated on the permit.
 - 2. No more than eight (8) temporary special events sign permits shall be issued in a year.



TEMPORARY SIGN PERMIT PROCEDURAL GUIDE

3. Such permit shall only be **valid for no more than two (2) weeks** and **shall not be issued within three (3) weeks of the expiration of the last same permit** for each business.
- H. There shall be only one (1) grand-opening sign permitted per business.
- I. Flags, plastic, cloth or other non-rigid banners and pennants used to attract attention and/or for signs shall only be used in conjunction with an approved temporary special events sign permit and shall only be displayed for the duration of the valid sign permit.

It is the applicant's responsibility to obtain approval from any business owners association for temporary signage.



TEMPORARY SIGN PERMIT PROCEDURAL GUIDE

TEMPORARY SIGN PERMIT FLOW CHART

