

Temporary Banner Application

Application for Approval



Digital Submittal:

Please follow the plan and document submittal requirements below. **All files shall be uploaded in PDF format.** Provide one (1) full-size copy of each required plan document file. Application forms and other written documents or reports should be formatted to 8.5 x 11. Files should be uploaded **individually** and in **order** of how they are listed on this checklist.

Submit digitally at: <https://eservices.scottsdaleaz.gov/bldgresources/plans>

Business/Organization Name: _____

Business/Organization Street Address: _____ Suite: _____

City, State Zip Code: _____

Business Owner or Applicant Name: _____

Business Owner or Applicant Contact Phone Number: _____

Business Owner or Applicant Contact Email: _____

BANNER REQUIREMENTS & RULES

- For additional information regarding size requirements and max duration, please visit: <https://www.scottsdaleaz.gov/codes/signs/banners>
- Banner shall be made of weather resistant material.
- Banner shall be securely fastened to the building façade or building wall.
- Banner shall not encroach into any public right-of-way.
- Banner shall be placed in a manner that does not create a traffic or pedestrian hazard or obstruct any private sidewalks or pedestrian pathways.

Building Mounted	Construction Fence Mounted	<p style="text-align: center;">Banner Location on Building:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><i>Indicate or briefly describe the building/suite elevation direction that the banner will be attached to (ex: North, East, South, or West Elevation).</i></p>
<p>Banner Size:</p> <p>_____ x _____ = sq. ft.</p> <p style="text-align: center;">(height) (length)</p>		

COMPLETED BANNER APPLICATION – Upload this completed application.

CUSTOM BANNER DESIGN – Upload a rendering or drawing (PDF) of your banner design (with dimensions).

SITE PLAN - Upload a site plan showing the location of the business suite or building, the length of the business frontage, and the location of the banner.

I (the undersigned) understand and agree that the banner approval for which I am applying does not relieve me of the responsibility that this work will be done in conformity with the laws of the city of Scottsdale, Maricopa County and the State of Arizona. I further agree that the city of Scottsdale has the authority to enforce adopted building codes and appropriate State, County and City laws and regulations not indicated on the construction documents. I also agree to the Banner General Requirements & Rules as outlined on this application.

Business Owner Signature Date OR Applicant Signature Date

Planning and Development Services

7447 E. Indian School Road, Suite #105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov