



## **TEMPORARY SIGN PERMIT (TSP)**

### **PROCESS GUIDE & APPLICATION**

**City of Buckeye**  
**Development Services Department**  
530 East Monroe Avenue  
Buckeye, Arizona 85326

Phone: 623.349.6211

Fax: 623.349.6222

[www.buckeyeaz.gov](http://www.buckeyeaz.gov)

## SUBMITTAL CONTENT REQUIREMENTS

### Important Information:

- **The City of Buckeye now accepts all submittals/resubmittals and payments electronically. Please follow process on the Planning and Zoning webpage. Resubmittals can be directed to the submittal contact found on the Planning & Zoning webpage.**
- Temporary Signs on private property is specified in Section 5.11.5 of the Development Code. A Temporary Sign Permit (TSP) is required and must be located on site and is limited to 30 consecutive days within a 6-month period.
- The TSP is a use allowance only. A separate Building Permit may be required for a temporary sign. Please contact the Permit Center at 623-349-6200 or [permitcenter@buckeyeaz.gov](mailto:permitcenter@buckeyeaz.gov) for more information.
- Per the Downtown Zoning Overlay specified in Section 5.12.5 of the Development Code, A-frame signage is allowed to be set out adjacent to the business on the side walk only within business hours. No TSP is required.
- The TSP fee is listed on the User Fee Worksheet found on the Planning and Zoning Website at <https://www.buckeyeaz.gov/business/development-services/planning-zoning> under the "Updated Process Guides, Applications and Documents" drop-down under the "Fee Worksheet" section.

### Temporary Sign Permit Submittal Checklist (PDF Format)

<b><u>REQUIRED MATERIALS</u></b>	<b>Applicant Checklist</b>	<b>Staff Verification</b>
<b>Application</b> (8.5" x 11" PDF, completed and signed)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fee Worksheet</b> (8.5" x 11" PDF, completed and signed)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Structural Drawings</b> (PDF Format)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sign Drawings</b> (PDF Format)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site Exhibits</b> (PDF Format)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Business License</b> (PDF Format)	<input type="checkbox"/>	<input type="checkbox"/>



City of Buckeye
Planning and Zoning
Project Application

DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY

Date: Planner: Case No:

PROPERTY INFORMATION:

Project Name: Associated Cases:
Project Address/Location:
Current Zoning District: Parcel Number(s): Quarter Section:
Request:

CASE TYPE:

Temporary Sign Permit Other:

IMPORTANT NOTE ABOUT PROJECT CONTACT:

The property owner may designate an agent as the coordinator for the project. This person (the applicant) will receive any technical comments and decision letters and will communicate all case information to other parties as required. All contact for this project will be made through the applicant listed below.

CONTACT INFORMATION:

Applicant/Owner Authorized Agent Contact:

Name: Company: E-mail: Business Phone: Home Phone: Mobile Phone: Other Phone: Fax: Address: City: State: Zip: Address Type: Contact Preference:

SECONDARY CONTACT INFORMATION:

Secondary Contact/Applicant/Owner Authorized Agent Contact:

Name: Company: E-mail: Business Phone: Home Phone: Mobile Phone: Other Phone: Fax: Address: City: State: Zip: Address Type: Contact Preference:

OWNER INFORMATION:

Company: E-mail: Business Phone: Home Phone: Mobile Phone: Other Phone: Fax: Address: City: State: Zip: Address Type: Preferred Contact Method:

PROPERTY OWNER AUTHORIZATION

I (property owner) authorize (owner's Agent) To file this application on matters related to this request with the City of Buckeye. By signing this form as the property owner, I hereby agree to abide by any and all stipulations that may be assigned by the City of Buckeye as part of any approval of this request.

Owner Signature

Date

Development Services Department

530 East Monroe Ave, Buckeye AZ 85326 Phone 623.349.6211 Fax 623.349.6222