



City of Glendale Sign Submittal Requirements

(Revised 4/01/2023)

1. Permit Application

- Permit application (use fillable application)
- Name of business tenant
- Address of property (including suite number if applicable)
- Description of work
- Applicant's full name, address, phone number and email address.
- Property Owner's Name, address, phone number and email address if applicable.
- Sign Contractor's Name, Address, AZROC license, and COG Business license, if applicable.
- Glendale Business License Number and expiration date for the business.
- Total square footage of all signs proposed.
- Total construction valuation cost of all signs proposed.

2. Plan Submittal

- One (1) set of color plans to include elevations, dimensions, design, materials, and location(s) of each proposed sign(s) with exact name of sign(s). Plans must be accurately drawn to scale (no free-hand drawings or sketches).
- Cross-section detail plan showing all connections, supports, and other details such as returns, electrical details, and trim caps.
- Footing detail plan and measurements for all freestanding/monument signs.
- Site plan including the North arrow, surrounding street names, and a full view of the building showing placement of all signage, proposed or existing.
- An inventory of all existing signs which are to remain on the building must be provided for individual pads.
- All signs require Landlord Approval with a valid signature, printed name of approving agent, name of the Management Company, and title held at that company. Landlord approval letter must be on company letterhead only. Signature approvals on plans and/or email only will not be accepted.
- New tenants in any leased space must have an approved tenant improvement permit OR an issued Certificate of Occupancy with a name change in same occupancy situations. No permits will be issued without one of these being approved.
- **All new and existing businesses require a valid City of Glendale Business License**



3. Wall Sign Plans

- One (1) set of color copies of plans on minimum 8-1/2 x 11 and 11 x 17 maximum paper. Plans must be accurately drawn to scale (no free-hand drawings or sketches).
- Linear footage of all building elevations where sign(s) are proposed.
- Length and width of the sign area.
- Calculated square footage of the proposed sign(s).
- Proposed sign copy, style of lettering, and method of illumination.
- Colors and material of sign(s).
- Size and color of returns and trim caps.
- Cross section details as listed above.
- Site plan as listed above.

4. Monument/Freestanding Sign Plans

- One (1) set of colored copy plans on minimum 8-1/2 x 11 or maximum 11 x 17 sheets on PDF file. Plans must be accurately drawn to scale (no free-hand drawings or sketches).
- Length and width of sign display area.
- Length and width of base area.
- Dimensions from grade to top of sign.
- Proposed sign copy and style of lettering.
- Color and Material of sign background, letter, logos, and base.
- Length, width, and depth of footing and other structural support details.
- Method of illumination.
- Provide Obstructed View Easement Standard Detail for corner lot signs.
- A site plan showing distance of sign from property line, back of any curbside and any adjacent driveway, streets, easements, buildings, and other structures or improvements; a north arrow; location of any existing signs and distance between new sign and existing sign.



City of Glendale Sign Review Guidelines

(Revised 4/21/2021)

****ALL SIGNS MUST ALSO COMPLY WITH SIGN ORDINANCE AND SIGN GUIDELINES****

View zoning ordinance online at www.glendaleaz.com under Planning and Zoning. Click on City of Glendale Municipal Code. Sign information is in Section 7.100.

Wall Signs:

- Requires individual pan channel letters directly mounted to the wall.
- Raceways, cabinets, backgrounds, and can signs are prohibited in the City of Glendale unless there is an accompanying Master Sign Package for that building that allows otherwise.
- No advertising copies are allowed as modifiers such as: Bridgestone, Coors Light, or Nike, for example. All modifiers, if allowed, must be generic in nature such as tires, beer, and shoes.
- Logos can be used in conjunction with the name of the business.
- Logos must be placed with the business name on the same fascia piece and on the same elevation. No logos “Only” allowed to be placed on any elevation.
- Logos shall not, at any time, exceed the square footage size of the business name lettering.
- Signs are to be centered within the tenant space area OR over the main entrance way.
- Signs may be illuminated or non-illuminated – no exposed neon allowed.
- Returns shall be 5”- 8” and trim caps shall be $\frac{3}{4}$ ” – 1” in size.
- Return and trim caps shall be painted to match or compliment the letter color.
- Letter faces shall be of a consistent and complimentary color to the existing building.
- Letters should try to remain the same color consistently. No major “mixing and matching” of letter colors within the same sign.



Monument Signs:

- Require individual pan channel letters and logos directly mounted to face of monument sign.
- Monument cabinet signs are not allowed.
- Shall remain located within private property lines. No signs are allowed in the City Right of Way.
- Shall be located a minimum of 16' back from any curbside.
- All monument signs require landscaping surrounding the base.
- Architectural embellishments are required on all freestanding signs.
- Must always be painted and textured to match the building. No exposed aluminum on sign allowed.
- Multi-tenant panel monument signs require all background panels to be OPAQUE and only have light showing through the letters and/or logos themselves. Background panels shall not be white. Panels shall have a routed sign face with letters lighted or not.

Face Changes:

- White backgrounds are not allowed unless specifically noted in a Master Sign Package. If they are allowed, they shall be opaque and not allow any light through except for the letters and logos.
- All backgrounds on panel signs must be opaque.
- We will need to obtain colored pictures of what exists and of what is proposed to complete a full review as well as all other submittal requirements.

Misc. Sign Information:

- Roof top signs and A-frame signs are prohibited in the City of Glendale.
- Signs placed within the City of Glendale's right of way are prohibited.
- All submittals must have a landlord approval with signature, printed name, name of the management company, and title held at that company.
- Helium balloons or other inflatables shall not be located on or attached to the roof of a building. They shall be tethered to the ground and located immediately adjacent to the building. At no time will they be allowed adjacent to the street. A permit is required for special events.
- Promotional banners are to be located only on the building unless in conjunction with a special event. Placement of these signs will be reviewed.
on a case-by-case basis. For Example: a Christmas tree lot with a fenced-in area will most likely place a banner on the fence since there is no building. A permit is required for a banner. See Banner Display Requirements.
- Signs painted or drawn on any surface are prohibited.