



## CITY OF TUCSON

PLANNING &  
DEVELOPMENT  
SERVICES  
DEPARTMENT

SIGN CODE  
DIVISION

### SIGN CODE COMPLIANCE LETTER REQUEST

A Sign Code compliance letter provides information on current or proposed sign allowances for residential, commercial or industrial development. A Sign Code compliance letter may include the project's applicable sign: code district, allowed square footage ratio, types, amount permitted, installation criteria, and/or development restrictions on the property. A Sign Code Compliance letter is valid for six months from the date of issuance. Sign Code staff will research all information on file with the City of Tucson as accurately as possible based on information provided in your letter, but the City of Tucson assumes no liability for errors or omissions. All information is obtained from public records and city codes available to anyone wishing to review the information.

If you are requesting a Sign Code compliance letter, please send a letter to the City of Tucson's Sign Code Administrator with the following (as applicable):

1. The name, address and telephone number of the person(s)/companies requesting the letter, and of those who are to receive copies of the letter.
2. The address of the property.
3. The type of existing and/or proposed development on the property (new development or change in the use of existing development).
4. List/photos/dimensions of any existing signs that would be utilized and how.
5. Site/development plan showing site use, development notes (parking calculations) and noting positions of all existing/proposed signs for project.
6. Building elevation with proposed wall/door/window signs.
7. Elevation view with proposed/dimensioned freestanding signs.

We require a separate letter to the Sign Code Administrator for each property or development. The cost for each letter is \$148.50, with an archive fee of \$16.50. A check for the total amount of \$165.00 should be included with each request for a letter, payable to the City of Tucson. Indicate in your letter if you prefer to have the letter mailed, faxed, emailed or picked up in person. Please address your request to:

Sign Code Administrator  
City of Tucson Planning & Development Services Department  
P. O. Box 27210  
Tucson, Arizona 85726-7210

If you wish to fax your Sign Code compliance letter request, please send it to 520-879-8010. If you wish to e-mail your request, please e-mail it to: [DSD\\_SIGNS@TUCSONAZ.GOV](mailto:DSD_SIGNS@TUCSONAZ.GOV) The \$165.00 fee may be mailed and the Sign Code Compliance letter will be completed upon receipt of the check.

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Planning & Development Services Department (PDSD) - 201 North Stone Avenue  
P.O. Box 27210 - Tucson, AZ 85726-7210  
Telephone: (520) 791-5550 - Fax: (520) 879-8010  
Website: [WWW.TUCSONAZ.GOV/DSD](http://WWW.TUCSONAZ.GOV/DSD)  
EMAIL: [DSD\\_SIGNS@TUCSONAZ.GOV](mailto:DSD_SIGNS@TUCSONAZ.GOV)