



**CITY OF
TUCSON**

PLANNING &
DEVELOPMENT
SERVICES
DEPARTMENT

SIGN CODE
DIVISION

SIGN CODE DETERMINATION LETTER REQUEST

A Sign Code determination letter provides a determination from the Sign Code Administrator on sign allowances for proposed residential, commercial or industrial development. The letter may include a determination on the appropriate sign category and type of sign for a new sign design, or clarify what sign code regulations may apply when a sign project may appear to be within more than one district in the Sign Code. Further, the determination letter may also provide the project's allowed square footage ratio, amount permitted, installation criteria, and/or development restrictions on the property. A Sign Code determination letter is valid for six months from the date of issuance. Sign Code staff will take into consideration the information provided in your letter, and will research all public records on file with the City of Tucson as accurately as possible, but the City of Tucson assumes no liability for errors or omissions.

If you are requesting a Sign Code determination 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 proposed development on the property (new development or change in the use of existing development).
4. List/photos/dimensions of any proposed signs.
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 \$200.00 dollars, plus a document archive fee of \$16.50, for a total of \$236.50. A check for the correct amount 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

You may fax your request to 520-791-4340 or you may e-mail it to: DSD_SIGNS@TUCSONAZ.GOV The fee may be mailed and the Sign Code determination letter will be completed upon receipt of the check.

Please note, Sign Code Administrator determinations may be appealed to the Sign Code Advisory and Appeals Board. Contact staff for further information.

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P.O. Box 27210 - Tucson, AZ 85726-7210
Telephone: (520) 791-5550 - Fax: (520) 879-8010
Website: <http://cms3.tucsonaz.gov/pdsd>
EMAIL: DSD_SIGNS@TUCSONAZ.GOV