



LAKE HAVASU CITY

Development Services Department
2330 McCulloch Blvd. North ♦ Lake Havasu City, AZ 86403

SIGN PERMIT – A-FRAME

Application# _____

Business Owner Information

Name _____ Phone _____

Mailing Address _____

City _____ State _____ Zip Code _____

Business Name _____

Business License No. _____

Applicant Information (If Different Than Business Owner)

Applicant _____ Phone _____

Mailing Address _____

City _____ State _____ Zip Code _____

Site Location

Tract _____ Block _____ Lot(s) _____

Street Address _____

Submittal Requirements

An 8 1/2" x 11" drawing(s) that indicates the dimensions, square footage and design of new sign and location of new sign on property.

Sign Permit Steps and Timeframe

1. Planning Division Staff reviews application to ensure all information necessary to process application has been submitted (1 to 3 business days).
2. Planning Division Staff reviews the application for compliance with sign code and issues an approval and/or denial. (5 business days)
3. If approved, administrative staff notifies applicant to pay \$65.81 permit fee. (1 to 3 business days)

Contact Information

Stuart Schmeling, Senior Planner, (928) 453-4148, ext. 4354, email: schmeling@lhcaz.gov
Dan Kassik, City Planner, (928) 453-4148, ext. 4623, email: kassikd@lhcaz.gov
City Website: www.lhcaz.gov

Clarification

A person may request the City to clarify its interpretation or application of a statute, ordinance, code, or policy affecting the procurement of this license pursuant to ARIZ. REV. STAT. § 9-839.

Applicant/Owner Acknowledgement

I am the applicant/agent owner of the above referenced property. I hereby file the above request as party of interest, or representative thereof, and declare that all information submitted is true and correct to the best of my knowledge and belief and I am aware of the steps and timeframes involved in the processing of this application.

Signature _____ Date _____

*******(For City Use ONLY)*******

Type of Sign	# Signs	Square Footage	Total Square Footage
A-Frame			
Sign Area Allowed		Aggregate Sign Area	
	S.F.		S.F.

PERMIT APPROVED **PERMIT DENIED** BY: _____

Conditions of Approval/Reasons for Denial:

A-frame signs. Allowed by a sign permit with the following standards:

a. A business is allowed one sign with the size of the sign not to exceed 2 feet in width and 3 feet in height. Businesses within a center/complex must ensure at least 10 feet of separation between signs.

b. The sign shall be of professional appearance and constructed of durable, weather resistant materials, such as aluminum, plastic, vinyl, or wood finished surfaces and shall be of sufficient weight, durability, and/or anchored to withstand wind gusts.

c. Attachments to the signs, including but not limited to balloons, flags, and ribbons, are prohibited.

d. Signs cannot be illuminated

e. Placement of signs is as follows:

i. Signs cannot be located within the public right-of-way.

ii. Must be placed on the parcel of the business for which the sign is advertising.

iii. A business within a center/complex may only place the sign within its storefront area.

iv. No signs may be placed within a parking area.

vi. Signs must be placed in a manner to not interfere with pedestrian walkways.

f. Signs shall only be displayed between the hours of 7:00 a.m. and 9:00 p.m.