



Development Services / [maranaplanning@maranaAZ.gov](mailto:maranaplanning@maranaAZ.gov)

11555 West Civic Center Drive / Marana, AZ 85653

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## APPLICATION CHECKLIST

## SIGN PROGRAM

### SUBMITTAL REQUIREMENTS FOR ALL APPLICATIONS

- Completed [Project Application](#)
- Owner authorization letter if applicable
- Submittal fee ([see comprehensive fee schedule](#)); additional permitting fees may apply
- Site plan showing on-site sign placement. Include location, distances from lot lines, easements, structures, rights-of-way, and roadways for free standing signs.
- Identify the type and size of each sign
- Provide the quantity of each sign type
- Provide color elevation drawings
- Any additional items required per [Marana Town Code](#) Title 17 Land Development, Chapter 17-10 Signs  
*Note: Additional information may be requested based on the complexity and impact of the proposed project*

### ADDITIONAL PLANNED SIGN PROGRAM SUBMITTAL REQUIREMENTS

- Provide design standards which include but are not limited to: sign types, placement, size, design, colors, materials, textures, method of illumination
- A building permit will be required for any permanent sign prior to construction or installation. Please contact the Town of Marana Development Services, Building Division for additional information on requirements at (520) 382-2600 or [permits@maranaAZ.gov](mailto:permits@maranaAZ.gov)  
[Permit Application](#) and [Application Checklist](#) - Additional permit fees apply

### ADDITIONAL RESIDENTIAL SUBDIVISION SIGN PROGRAM SUBMITTAL REQUIREMENTS

- Site plan showing off-site sign placement and/or right-of-way directional signs. Include location, distances from subdivision or event boundaries, easements, structures, rights-of-way, and roadways for free standing signs.
- Identify the display duration for each sign
- Blue stake is required for any sign placed in the Town right-of-way.
- A Right-of-way permit may be required prior to installation of a sign within Town rights-of-way. Information is available on-line at [maranaAZ.gov/real-property](http://maranaAZ.gov/real-property) or by contacting the Town of Marana Right-of-way Division at (520) 382-2600 or [ROWpermits@maranaAZ.gov](mailto:ROWpermits@maranaAZ.gov)  
[On-line Right-of-way Application](#) and [Permit Information](#) - Additional permit fees apply

**FOR OFFICIAL USE ONLY**

Revision Date 3/11/2019

Project No. \_\_\_\_\_

Date Received \_\_\_\_\_