



## City of Cottonwood Sign Regulations

**Please read carefully!**

**The following is a brief overview of the City of Cottonwood Zoning Ordinances pertaining to Temporary Signs. Code Enforcement Officers will soon begin enforcement action, so be sure you are in compliance to avoid civil action. Please contact the Community Development Department at 111 N. Main St. Cottonwood, AZ 86326, or call (928)634-5505 if you have any questions.**

**General Requirements for Signs:** Sign Regulations apply to all types of signs installed within the City of Cottonwood. Sign Permits are required for new signs, including replacement of signs within an existing sign frame or structure. A-frame signs are subject to separate annual permits. Banners are only allowed on a limited temporary basis. Some temporary signs do not require sign permits but still need to follow regulations. This notice provides a summary of Sign Regulations. The City of Cottonwood Zoning Ordinance, Section 405 "Signs" describes the requirements for permanent and temporary signs.

### **Steps to Get Approval for All Types of Signs:**

The City of Cottonwood Community Development Department, located at 111 N. Main Street, Cottonwood, can provide you with forms and information. Additional information needs to be submitted with forms, including diagrams and descriptions of proposed signs. The City of Cottonwood website at <http://cottonwoodaz.gov/PDFgallery.php> includes sign application forms that can be downloaded.

Some temporary signs require an approved Temporary Use Permit while others are exempt and do not require a permit but still must follow the rules regarding the time they are installed, the location and various standards.

### **Temporary Signs for Businesses and Special Events:**

All temporary signs installed within the City of Cottonwood are subject to regulations. Sign Regulations and Permits are required for most types of temporary or portable signs installed. Additional information is provided in the City of Cottonwood Zoning Ordinance, Section 405 "Signs" and Section 307 "Temporary Use Permits." A summary of several common types of temporary signs is included here:

**Banners:** Banners, including "feather" banners attached to a self-supporting post, are allowed for approved temporary uses only. Banners may be attached to a building or wall. Banners may be no more than 40 square feet in area. Grand openings allow banners without a permit, subject to code standards.

**A-Frame Signs:** A-Frame or Sandwich Board signs for businesses require an annual permit. Businesses are allowed one A-Frame sign which must be located on the property or on the sidewalk directly in front of business where the building directly abuts the property line, such as in Old Town Cottonwood. A-Frame signs are limited to 2 feet width by 3 feet length and must be located in a safe manner so as to not block vehicle visibility or create pedestrian hazards.

**Wire Stake Signs:** Portable wire stake signs are not permitted for general advertising or informational use.

**Temporary Sales Events Signs:** Banners are allowed for temporary sales events with a Temporary Use Permit. Must be located on a developed commercial property, not to exceed 21 consecutive days and no more than 4 times in a calendar year. Signs may be located on the property where the event takes place.

**Special Events Signs:** Banners are allowed for special events with a Temporary Use Permit. Installed no more than 10 days before event and removed promptly after event. Signs limited to the special event site only.

**Temporary Promotional Signs:** Balloons, banners, feather banners, flags, pennants, inflatable signs, and other types of promotional displays are generally prohibited. These types of signs may be considered for use on a limited

basis for approved temporary uses, temporary sales events or for special events, subject to obtaining a valid Temporary Use Permit. Proposed number, location and size of all such signs needs to be included with TUP application.

**Walking Signs:** Hand held or “walking signs” for commercial use requires a sign permit. Sign walkers are allowed on the property where the activity is occurring and on the public sidewalk immediately in front of such use.

### **Temporary Signs that do Not Require a Permit but Must Still Follow Regulations:**

Some temporary signs do not require a Sign Permit from the City of Cottonwood – but they must still follow various requirements related to the time they are installed, the location and the manner in which they are installed. Signs not following the standards shall be subject to enforcement action by the City.

**Grand Opening Signs.** Banners up to 40 square feet in size are allowed for new businesses for up to 30 days after opening. This provides the business or use time to obtain a permanent sign.

**Going Out of Business Signs.** Banners are allowed for limited time announcing a business closing.

**Real Estate Sales and Rental Signs:** One (1) real-estate sales or rental sign is allowed on the property only. Limited to six (6) square feet in size. Larger properties may have additional signs where spaced at least 300 feet apart. Off-premise signs and signs located in the street right-of-way are not permitted.

**Yard Sale Signs:** For occasional yard sales at residential properties where excess household goods are sold, temporary signs are allowed on the property where the event is located. Off-premise or off-site yard sale signs are not allowed and may be removed from street and sidewalk locations where they are found, where they are a hazard or considered a nuisance.

**Walking Signs.** Hand held or “walking signs” announcing fundraising and charity events, public events, political campaigns or other non-commercial activities are allowed in safe locations where the event is taking place. Such activity may be allowed on the sidewalk immediately in front of the event location. This exception applies to non-commercial activities only; a sign permit is required for use of walking signs for commercial uses.

### **Signs Not Allowed:**

**Off-Premise Signs.** New off-site advertising signs are not permitted, including temporary signs. Exceptions are granted for walking signs and A-Frame signs located on sidewalks in front of a property.

**Flashing and Animated Signs.** Flashing lights, intermittent lighting for illuminated signs or animated signs are not permitted. Signs with attached moving parts, attached flags, ribbons, balloons or similar loose or moving features are also not permitted.

### **For Additional Information Regarding Signs:**

City of Cottonwood Website: <http://cottonwoodaz.gov>  
City of Cottonwood Zoning Ordinance:  
Section 405 “Signs” and; Section 307 “Temporary Use Permits.”

Community Development Department  
111 N. Main Street  
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(928) 634-5505