

# anthem community council

3701 W. Anthem Way, Anthem, AZ 85086 • Phone: 623-742-6050 • Fax: 623-742-6140  
www.OnlineAtAnthem.com

## Non-Residential Properties Signage Submittal Requirements

**Anthem Community Council (ACC) design approval is required prior to the installation or renovation of any non-residential signage, temporary or permanent.** This applies whether the sign will be located in Anthem on the west side of I-17 in the City of Phoenix jurisdiction or the east side of I-17 in the Maricopa County jurisdiction and refer to the Anthem Non-Residential Design Guideline for signage.

**Commercial Signage** by definition includes any commercial facility where business commerce, manufacturing or service is conducted by a profit or non-profit business and includes, but is not limited to, places of worship, educational facilities of any type and multi-family housing. Signage submittals that are in accordance with the applicable signage design guidelines shall be submitted to and approved by the ACC ***prior*** to submittal to the City of Phoenix or Maricopa County.

### **Submittal Requirements – Please provide the following:**

1. Building Signage:
  - a. A current color digital photo of the full building elevation(s) or tenant frontage where the sign will be located and as applicable, including a photo of the tenant signage and facade on each side of the proposed sign for context.
  - b. The elevation of the fascia/sign band with the color image of the sign superimposed onto the elevation. The elevation shall be to scale with all dimensions showing sign mounting height and distance from the top of the sign to the top of the parapet and bottom of the sign band. Show the width of the leased premises. This information may be superimposed on the elevation photograph at the same scale as the photo.
  - c. A sign elevation detail, drawn to scale, showing the length of the sign, height of the letters, spacing between lines, font and color.
  - d. A cross-section detail, through the sign and building fascia showing the type, thickness and color of Plexiglas and/or vinyl overlay, aluminum sign material, types of materials used for backs, returns and trim cap, including color of the returns and trim cap, include the finish and depth of the returns.
  - e. The mounting method and type of illumination including electrical connections.
2. Ground-Mounted Signage: Must include a site plan drawn to scale with the specific location of each sign relative to property lines, easements, visibility triangles, existing trees, utility boxes and the like which may impair sign visibility. Indicate on the plan any existing landscaping to be removed and indicate the location, size and plant species that will replace it. Cut a vertical detailed section thru the sign indicating type and thickness of materials, and profiles. Include dimensions, color and materials of the sign, landscaping and adjacent architectural site improvements.
3. Monument Signage: Must include a site plan drawn to scale with the specific location of each sign relative to property lines, easements, visibility triangles, existing trees, utility boxes and the like which may impair sign visibility. Indicate on the plan any existing landscaping to be removed and indicate the location, size and plant species that will replace it. Cut a vertical detailed section thru the sign indicating type and thickness of materials, and profiles. Include dimensions, color and materials of the sign, landscaping and adjacent architectural site improvements.

4. Fixed Window Signage: All window signage is limited to 20% of the entire window frontage area, not including entry doors. [Signage on glass doors is prohibited](#). Applicants with side windows may have 20% of side window area covered in addition to window frontage. Iridescent painted signs or letters painted on any surface are prohibited.
5. All drawings must be dated and revised drawings must have a **revision date on each drawing** for resubmittal.
6. Applicant must submit a written landlord approval based on the final approved design.
7. Submittal must be in a PDF format.
8. A design review fee is due and payable to the ACC for plan review of building, ground-mounted/monument signage after an application is received. The ACC will email an invoice to the applicant, tenant or landlord upon approval of the signage submittal.
9. Design Review Fees: *Exterior Building Signage - \$350.00 Monument Signage - \$500.00.*

#### **Submitting a Signage Application**

All signage design applications shall be emailed to **both**:

Robert Hedrick Consulting, LLC – Anthem Community Council Design Review Consultant

Email: [rghedrick@cox.net](mailto:rghedrick@cox.net)

Phone: 480-699-5776

Tony Smith, Business Services & Commercial Code Specialist

Anthem Community Council

3701 W. Anthem Way, Ste. # 201

Anthem, AZ 85086

Email: [bservices@anthemcouncil.com](mailto:bservices@anthemcouncil.com)

Phone: 623-742-6010

# anthem community council

3701 W. Anthem Way, Anthem, AZ 85086 • Phone: 623-742-6050 • Fax: 623-742-6140  
www.OnlineAtAnthem.com

## Non-Residential Properties Signage Application

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Sign Location: \_\_\_\_\_

Sign Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Sign Type:

- New Building Signage
- Renovation of Existing Sign
- Relocation of Existing Sign
- Monument or Ground-Mounted Multi-Tenant Signage
- Fixed Window Signage

### Design Review Fee:

- I acknowledge that a fee for design review services is due and payable to the ACC by the applicant, tenant or landlord after submitting this application.

Applicant Signature: \_\_\_\_\_

Print Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Email this application to [bservices@anthemcouncil.com](mailto:bservices@anthemcouncil.com)*