Design Review Master Sign Plan

Submit Application via OneStopShop

See Planning Division's Published Project Review Timelines

Administrative Completeness
Follow the checklist provided

- Accepted
- Returned

1st Review

Missing Information Provided

- Accepted
- Returned for Corrections
- Accepted
- Withdraw Submittal

Subsequent Submittals

- Accepted
- Returned for Corrections

Public Hearing

Inactive cases are closed after 180 days

Notice of Decision

gilbert
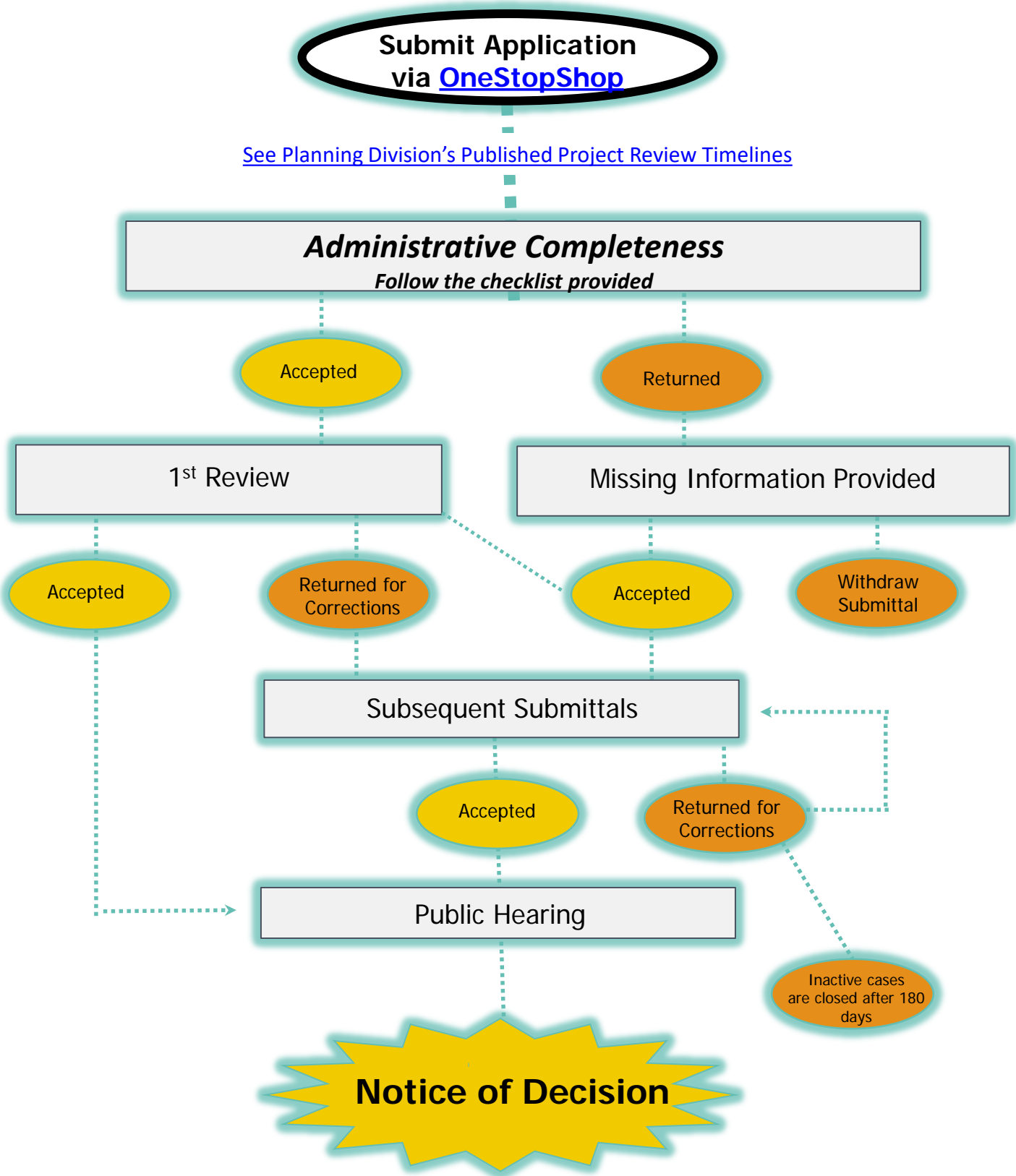
Submittal Formatting, Required Materials and Checklist:

- ☐ **Submit electronic copy** of **ALL** required items on checklist. **(No larger than 11" x 17")**
- ☐ **Purge images of unnecessary blocks and layers (single layer) and ensure there are no security/read-only restrictions on documents.**
- ☐ **Save each exhibit as a separate PDF per document naming below.**

Document Naming:

- ☐ Property Owner Authorization
- ☐ Project Narrative
- ☐ Parcel/Aerial Map
- ☐ Master Sign Plan/Site Plan
- ☐ Elevations (including wall mounted signage details)
- ☐ Freestanding Signage Details
- ☐ Materials/Color Board

Checklist

☐ **Property Owner Authorization**

- ☐ [Signed Letter of Authorization from property owner](#).

☐ **Project Narrative**

- ☐ Project Narrative should be typed in a 12pt font and no more than 5 pages in length
- ☐ Describe proposed project;
- ☐ Complete description of request addressing the evaluation criteria of placement; quantity, size, design features/materials and development standards.

☐ **Parcel /Aerial Map**

- ☐ Maricopa County Assessor Parcel Map (Highlight project area and provide parcel number (s);
- ☐ Aerial with Parcel Boundary.

☐ **Master Sign Plan/Site Plan**.

- ☐ Vicinity Map with the site and major streets noted;
- ☐ Graphic scale, north arrow, exhibit date;
- ☐ Project data table: existing zoning on site and adjacent property within 300 feet, net site area and number of proposed freestanding signs;
- ☐ Building footprints;
- ☐ Placement of existing and proposed freestanding signs indicating required and proposed separation distances;
- ☐ Dimension location of required and proposed building setbacks and required and proposed sign setbacks;
- ☐ Location of all site improvements in the vicinity of the proposed signs including retention areas, walls, landscaping, light standards, traffic control devices, electric utility boxes and other signage;
- ☐ Adjacent lot lines and/or structures within 300 feet.

☐ **Elevations (including wall mounted signage details)**

- Graphic scale and exterior dimensions of building(s);
- Number of proposed wall mounted signs;
- Accurate building elevation showing where sign placement will be on building(s), including mounted height dimension from finish floor;
- Method of mounting and illumination;
- Dimensions of signs including sign area calculations and sign area.

Freestanding Signage Details
- Scale and exterior dimensions of sign including sign area calculation;
- Number of proposed freestanding signs and height of proposed freestanding signs;
- Number of sign faces;
- Method of illumination; and
- Proposed frequency and method of change for change panel signs.

Color and Materials Board
- Color & Material Board with samples of exterior materials (including glazing) and colors noting manufacturer name, product ID/Name.

# Frequently Asked Questions for OneStopShop Online Portal

Where can I find instructions on how to use the OneStopShop portal?

There are training guides and videos on the One Stop Shop page on the Town of Gilbert website (https://www.gilbertaz.gov/departments/development-services/one-stop-shop). Topics covered are How to Register, How to Apply for a Plan, How to View Plan Markups and Resubmit Revised Exhibits, How to Retrieve Pre-Application Comments as well as many more.
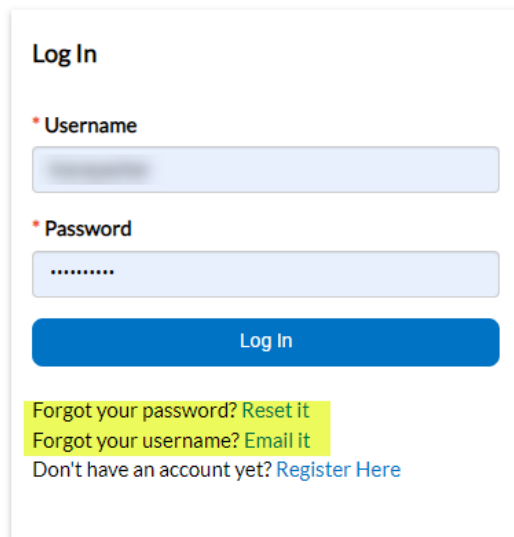
What do I do if I forgot my username and/or password?

If you forgot your username or password, do not create a new account as you will not be able to retrieve records or make payments on items under the original account. Instead, you can retrieve both your login and password at the login page.

In the top right corner, Click on **Guest** and then **Log In.**
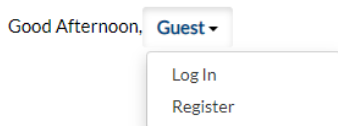
From this screen you can either reset your password or have your username emailed to you.

Why isn't the plan or invoice that I initially applied for showing on my dashboard?

If you cannot access your plans or invoices after logging in, either you have more than one account or the applications for the plans were created by another user. To see if you may have another account, follow the steps above to retrieve your username and password. If someone else applied for the plan, they can add you as a contact on that record which will allow you access.