

*Gila River Indian Community*  
*Department of Land Use Planning and Zoning*

*Main Location:*  
*291 W. Casa Blanca Rd, Bldg.#2*  
*Post Office Box E*  
*Sacaton, Arizona 85147*  
*Phone: 520-562-6003*



*Realty Services:*  
*64 East Pima Street*  
*Sacaton, AZ 85147*  
*Phone: 520-562-5060*  
*Fax: 520-562-5064*

Sign Permit  
Application Packet;  
Tenants at the  
Phoenix Premium  
Outlets

Revised October 25, 2021

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## *Sign Permit Application Guidelines for Tenants at the Phoenix Premium Outlets FY 2022*

### **Section 1: Introduction**

The Gila River Indian Community (GRIC or Community) has an existing Sign & Billboard Ordinance (Title 20, Chapter 4) to protect the health, welfare and safety of the public by regulating signs and billboards situated on Community Land which includes both Tribal and Allotted Lands. The Ordinance and these administrative processes were crafted to permit the display of signs and billboards, under specified conditions, within the Community in a manner that supports the intent of the Ordinance, without being arbitrary or restrictive.

The Phoenix Premium Outlets via The Wild Horse Pass Development Authority has a general Site Plan Sign Permit for this location so the formal process thru the Natural Resources Standing Committee is dispensed with and requests for a GRIC Sign Permit by tenants at the Phoenix Premium Outlets are managed at the Department of Land Use Planning & Zoning according to established protocols.

In all cases dealing with the Sign & Billboard Ordinance of the Gila River Indian Community, the process starts with the Department of Land Use Planning and Zoning (LUPZ). Please direct all questions and correspondence to the LUPZ Support Group at [LUPZSupportGroup@gric.nsn.us](mailto:LUPZSupportGroup@gric.nsn.us) and copy the LUPZ – Ordinance Team at [OrdinanceTeam@gric.nsn.us](mailto:OrdinanceTeam@gric.nsn.us) for assistance and direct hard copy documents to the attention of the Ordinance Team as follows;

Ordinance Team  
Department of Land Use Planning and Zoning  
291 W. Casa Blanca Road, Building 2 (physical address)  
P.O. Box E (mailing address)  
Sacaton, AZ 85147  
Office: 520-562-6003

### **Section 2: Permit Fee Process**

1. There are fees associated with a request for a GRIC Sign & Billboard Permit prior to erecting a sign or billboard at the Phoenix Premium Outlets.
2. The non-refundable fee for a GRIC Sign & Billboard Permit is one dollar (\$1) per square foot per sign or billboard face and is due with the submittal packet to initiate *processing and required administrative reviews*. It is the applicant's responsibility to obtain a copy of the cashier's receipt for the applicable fee for inclusion in the initial submittal packet. Please refer to the Sign Permit Application Information Sheet and Ordinance GR-03-06 (Codified as Title 20, Chapter 4) for other fees that may apply.

3. It recommended you coordinate with LUPZ Ordinance Staff via e-mail for the applicable fee for the application submitted before proceeding to the next step to hasten the application process.
4. All fees are to be paid at the cashier's office, located at the Gila River Indian Community's Governance Center at 525 W Gu U Ki Road, Sacaton, AZ. You may call 520-562-9600 and follow the message prompts for payment options. Pay all fees due and provide a copy of the receipt for payment from the GRIC Cashier's Office with the application documents a sign permit. A receipt for payment of all fees due must be provided before processing of the request commences.

### **Section 3: Application Process**

1. All forms of signs and billboards not explicitly exempted in the General Exclusions portion of the ordinance require a GRIC Sign & Billboard Permit. There may be other requirements of the application process that may apply not outlined below which are in the Ordinance. This can be explained by staff upon request during the initial inquiry and submittal process.
2. The applicant is to submit a complete a LUPZ Request Form along with appropriate attachments which will serve as the initial request to proceed with established receiving, review and approval processes.
3. The applicant is also to prepare an introduction (narrative) letter, including as much information as possible (***who*** you are, ***what*** type of sign is to be installed, ***where*** will the signs be placed {specific location of each sign}, ***when*** will the signs be installed, ***why*** do you need these signs and ***how*** will they be installed) to be accompanied by an appropriately-filled out LUPZ Request Form.
4. *Please refer to the Sign Permit Application Information Sheet below for additional requirements that may apply* The applicant is to submit a complete LUPZ Request Form along with appropriate attachments which will serve as the initial request to proceed with the established review and approval process.
5. Submit all information to the Department of Land Use Planning and Zoning. The Submittal Packet shall include an ***LUPZ Request Form, receipt for fees paid; a narrative letter with appropriate attachments*** and an ***illustration or graphics of the intended sign***. The permit request will then be processed according to established protocols.
6. The LUPZ Form, the receipt for payment of associated fees and all supporting documents should be e-mailed to [LUPZSupportGroup@gric.nsn.us](mailto:LUPZSupportGroup@gric.nsn.us) and copy [OrdinanceTeam@gric.nsn.us](mailto:OrdinanceTeam@gric.nsn.us) or mailed to the attention of the LUPZ Ordinance Team, Department of Land Use Planning and Zoning, P.O. Box E, Sacaton, AZ 85147 or hand-delivered following payment at the Cashier's Office and placed in the drop box at the front entrance at Building 2 at 291 W. Casa Blanca Road in Sacaton, AZ. Call 520-562-6003 and inform Support Group Staff you have dropped off documents and they will process them accordingly.

## Sign Permit Application Information Sheet

Department of Land Use Planning and Zoning, Ordinance Team  
P.O. Box E, Sacaton AZ, 85147  
Office: (520) 562-6003

The following information is required by the Department of Land Use Planning and Zoning in order to process your request for a GRIC Sign Permit at the Phoenix Premium Outlets on the Gila River Indian Community (GRIC).

Address your Letter of Request to:  
LUPZ Ordinance Team, Department of Land Use Planning and Zoning  
P.O. Box E, Sacaton, Arizona 85147

### General Information with Letter

- Scope of Work/Purpose for placement of sign within the Gila River Indian Community.
- Name/Organization, Address, Telephone Number, Fax Number, Email Address.
- Specific location of sign within the Phoenix Premium Outlets Facility (Vendor and Space Number).
- A Right of Entry Notification on a separate LUPZ Request Form to LUPZ must be completed; please see the Right of Entry and Notification Guidelines for information on how to complete this task.

### Attachments with Letter

- Copy of applicants' valid Gila River Indian Community Business License.
- A site plan drawn to scale showing the exact location of the proposed sign.
- An illustration or photo of the proposed sign or billboard, including specifications, dimensions, building materials, elevations, dimensions and a rendering of the sign or billboard face(s).
- Copy of Cashier Receipt for the non-refundable sign permit processing fee.

### GRIC – Building Safety Department

- Submit structural and electrical designs to Building Safety Department for review and approval. Proof of submittal to the Building Safety Department will need to be included in submittal packet to LUPZ (some type of signed transmittal).

### Permit and Fees

Prior to the installation of any sign or billboard, a letter of request for a permit and a non-refundable permit fee shall be submitted to the LUPZ. The permit fee is non-refundable and shall be equal to the amount of one dollar (\$1.00) per square foot per sign or billboard face. All sign or billboard permits shall be subject to the requirements of the 2006 Sign and Billboard Ordinance (GR-03-06), codified as Title 20, Chapter 4 of the Gila River Indian Community Law and Order Code.

Upon receipt of an LUPZ Request Form, sign permit letter of request, receipt of fee(s), and all attachments LUPZ will initiate processing per established protocols instituted for the Phoenix Premium Outlets Facility.

### Sign / Billboard Permit Fees

Non-refundable processing fee of \$1 per square foot per sign or billboard face
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Address Line 1  
Address Line 2  
City, ST 22222

Phone:  
Fax:  
Email: xyz@example.com  
Website: http://mysite@example.com

  
Company Name

**DATE**

**Ordinance Team  
Department of Land Use Planning and Zoning  
291 W. Casa Blanca Rd.  
Executive Ki', Bldg 2  
Post Office Box E  
Sacaton, AZ 85147**

**RE: Sign Permit**

**Dear Ordinance Team:**

**This letter is to request a GRIC Sign Permit for the installation of a sign at the Phoenix Premium Outlets on the Gila River Indian Community for the purpose of XXXXXXXXXXXXXXXX. The sign will be located at XXXXXXXXXXXX; please see the attached map for further information.**

**It is the intension of XXX Company to install the sign(s) to advertise our retail outlet location.**

**DESCRIBE AS MUCH AS POSSIBLE THE ACTIVITY, DATES, LOCATION, COMPANY WORKING FOR OR IF THERE IS A CONTRACTUAL AGREEMENT WITH A COMMUNITY ENTITY, WHO WILL BE COMING TO DO THE INSTALLATION..**

**Sincerely,**

**Cc:**

- Attachments:**
- Detailed Illustration / Renderings / Photos**
  - Detailed Plans with Dimension**
  - Map of Location for Sign Installation**
  - Copy of Project Schedule**
  - Copy of Business License**
  - Copy of Receipt for payment of applicable Sign Permit fee**
  - Copy of Right of Entry Notification**

## **Section 4: Administrative Review and Approval Process**

1. The LUPZ Request Form and attachments shall be forwarded to our LUPZ Support Group for administrative logging-in of the submittal. A file will be established, appropriate memos and permit forms generated and a submittal packet forwarded to Department of Land Use Planning and Zoning Director Kimberly Antone for review and approval.
2. A Right-of-Entry permit is not required; however, a Right-of-Entry Notification must be accomplished thru LUPZ; please refer to the Right-of-Entry Permit & Notification Guidelines for assistance with completing this requirement. **There are no fees associated with a Right of Entry Notification.**
3. If applicable, the structural and electrical integrity of the sign will also need to be approved by the GRIC Building Safety Department under a separate submittal. The contact number for the GRIC Building Safety Department is (520) 562-6039 or (520) 562-6080.
4. A Business license is required and can be obtained at the GRIC Governance Center at 525 W Gu U Ki Road, Sacaton, AZ 85147. The fee to obtain a business license is \$150 and their contact information is as follows; <http://www.gilariver.org/index.php/departments/26-operations/176-revenueinternal-audit-department> Business License & Taxation Ordinance Officer, Gila River Indian Community, Revenue/Internal Audit Department, PO Box 326, Sacaton, AZ 85147, (520) 562-9550(office) or (520) 562-9558(direct).
5. Upon approval of the requested Sign Permit the applicant and the Land Use Ordinance Officer will coordinate delivery of the approved document. Any deviation from the Sign & Billboard Ordinance or approved Sign & Billboard Permit will result in a Violation Notice. The Violation Notice will be issued by LUPZ to the applicant who initiated the request and it will be their responsibility to rectify the violation.

## **Section 5: Denial of Request**

1. A Request for a Sign Permit will be evaluated and at any time during the process, the request can be denied for any reason. Possible reasons for denial of the permit request are adverse impact to the natural, cultural or historical resources of the Gila River Indian Community, negative experience on previous applications from applicant, making of false or misleading statements to secure a permit, etc.
2. If denial of the request does occur, the applicant will be notified in writing.

## **Section 6: Termination of an Approved GRIC Sign & Billboard Permit**

1. Any Sign & Billboard permit which has been issued can be terminated or revoked without prior notice due to unforeseen emergencies and/or disasters, or for any infractions of the terms contained in the Sign & Billboard permit.
2. The applicant will be notified in writing if an approved Sign & Billboard permit is terminated or revoked.