

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

**Political Sign Permit
Application Packet
FY 2025
3rd Quarter**

Revised February 7, 2025

Political Sign Permit Application Check-off Sheet

USE AS A GUIDE ONLY - DO NOT TURN IN

Name of Candidate: _____

- ☐ A copy of the cashier's receipt for the refundable \$50.00 fee has been provided
- ☐ LUPZ Request Form properly filled out; please include a phone number (an e-mail address as well if possible)
- ☐ Narrative Letter addressed to Ordinance Team at the Department of Land Use Planning and Zoning, providing as much information as possible on the following:
 - ☐ who it is
 - ☐ what type of sign (Political?)
 - ☐ why the sign(s) are needed (your candidacy for the office of)
 - ☐ where the sign(s) are to be placed (specific locations)
 - ☐ how they will be installed
 - ☐ when the sign(s) will be installed and removed
 - ☐ Name, address & phone number of the person(s) responsible for the erection & removal of the sign(s).
- ☐ Sign Rendering (illustration/graphics of sign to include the size of the sign or signs)
- ☐ Letters of authorization from property owners if signs are to be placed on property other than candidate; this includes both Tribal and Allotted Lands. If you plan on erecting a political sign or political signs on your home site, that location/address must be included in the list of sign locations to be approved; however, you are not required to include a letter of authorization/permission slip for that location only.
- ☐ Sign(s) is/are not to exceed 16 square feet each.
- ☐ The application packet **must be submitted to LUPZ 15 working days before the CCSO Deadline** for the next available NRSC Meeting; please refer to the dates listed in the 2025 NRSC Meeting Schedule, the Political Sign Permit Request Timeline & the Political Sign Permit Application Guidelines.

Frequently asked questions about the political sign permit process

1. Does a candidate have to go through the Department of Land Use Planning and Zoning (LUPZ)?
 - a. Answer: Yes; the formal process for applying for a Gila River Indian Community Political Sign Permit starts at LUPZ.
2. How soon can I start the application process?
 - a. Answer: A person may commence the application process as soon as the decision is made the person wants to be a candidate in the current election cycle. A person does not have to wait until he or she is certified by Council; however, if a potential candidate applies before being certified and their application is approved by the Natural Resources Standing Committee the permit is not valid until the potential candidate is certified by Council and will be stated so on the actual permit.
3. Can I submit an application before paying the \$50.00 refundable fee?
 - a. Answer: No; the receipt for payment of the referenced fee from the Cashier's Office at the Gila River Indian Community's Governance Center must be included with the application packet submitted to LUPZ. No processing of an application will occur without the said receipt being provided with the packet to LUPZ.
4. Can I make the payment at LUPZ?
 - a. No; LUPZ is not authorized to handle monetary amounts of any size or in any form.
5. How can I submit an application for a political sign permit?
 - a. Answer: Due to the current COVID-19 Pandemic an Operational Plan has been instituted for the protection of our employees, community members and their internal and external clients whereby one facet of that plan is the locking of all external doors. Currently the means to submit an applications are;
 - i. Call 520-562-6003; ask for an Ordinance Team Member and that Team Member will assist you with setting up a Webex Meeting to review your application packet and receive instructions on how to electronically deliver your packet to the LUPZ Support Group for logging in.
 - ii. Scan all your documents and e-mail them to our Support Group at LUPZSupportGroup@gric.nsn.us and copy the Ordinance Team at OrdinanceTeam@gric.nsn.us to initiate the submittal process.
6. When creating my list of sign locations, how specific must I be?
 - a. Answer: the location must be as specific as possible. For example, just the intersection of Seed Farm Road and Bluebird Road is insufficient; the specific corner, corners or all corners must be clearly stated. If the intended location is on a home site then the specific address for that home site must be provided on a permission slip with the home owners' name in legible form and signed by the home owner and included with the application packet.
7. Does the Sign & Billboard Ordinance and corresponding administrative procedures apply to Allotted Land?
 - a. Answer: Yes; in 20.401 of the Gila River Indian Community's Law and Order Code (Title 20, Chapter 4 is the Sign & Billboard Ordinance) it is stated "The purpose of this chapter is to promote and protect the health, welfare and safety of the public by regulating signs

Frequently asked questions about the political sign permit process

and billboards situated on Community land. Community land includes both Community land and allotted land.”

8. Do I need a permit to distribute 8” x 11” handbills?
 - a. Answer: No; this is not regulated by the ordinance; however, if a handbill is posted anywhere it is no longer a handbill but then considered a sign and must be on the list of approved locations.
9. Do I need a permit for bumper stickers?
 - a. Answer: No; the normal dimensions for a bumper sticker are three inches by 12 inches and the placement of a political bumper sticker on a personally-owned vehicle with those dimensions or less is not regulated; however, any stickers beyond those dimensions or posted elsewhere are considered signs and must be accounted for in the permitting process.
10. Must I have a permit for a political sign if I drive around or have a supporter drive around with a political sign for my campaign upon a vehicle or on a towed trailer?
 - a. Yes, any sign of any size supporting a campaign for political office will need an approved Political Sign Permit or a Sign or Billboard Permit if the size exceeds 16 square feet.
11. Must I have a permit for a political sign placed in a Community Residents window in support of my campaign?
 - a. Yes, any sign of any size in support of a campaign for political office will need an approved Political Sign Permit and included on the approved list of signs as approved by the Natural Resources Standing Committee.
12. If I want to erect a political sign in support of my candidacy at my residence/home site do I need to include a permission slip with my application packet?
 - a. No, it can be assumed you have given yourself permission to do so. However, the address of your residency/home site must be included on your list of political sign locations.

Gila River Indian Community

Department of Land Use Planning & Zoning

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Sacaton, Arizona 85147
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Political Sign Permit Application Guidelines

FY 2025 3rd Quarter

Section 1: Introduction

1. A Gila River Indian Community (GRIC) Sign Permit is required for **ALL** Political Signs. All requests for Political Sign Permits are **reviewed** and **a decision rendered** by the Natural Resource Standing Committee (NRSC) **when submitted by the appropriate deadline as listed**. The GRIC Sign & Billboard Ordinance (2006) applies to all Community Lands which include both Tribal and Allotted Lands.
2. The GRIC Department of Land Use Planning & Zoning (LUPZ) – Ordinance Team is available to assist and answer questions pertaining to the GRIC Sign & Billboard Ordinance and these administrative processes and can be contacted at the following locations;

Ordinance Team
Department of Land Use Planning and Zoning
291 W. Casa Blanca Rd, Bldg. 2 (Physical Address)
P.O. Box E (Mailing Address)
Sacaton, Arizona 85147
E-Mail: LUPZSupportGroup@gric.nsn.us
Please copy: OrdinanceTeam@gric.nsn.us
Office: 520-562-6003

Section 2: Fee Process

1. There are fees associated with a request for a Gila River Indian Community (GRIC or Community) Political Sign Permit prior to applying for a political sign permit and erecting political signs on the Community.
2. A refundable fee of **\$50.00** for a GRIC Political Sign permit **is due with the application packet** to initiate *processing and the required administrative reviews*.
3. **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 before submitting it to LUPZ.**
4. All Political Sign Permit fees are to be paid to the Gila River Indian Community's Cashier's Office located at the Gila River Indian Community Governance Center (Governance Center) at 525 W Gu U Ki Road, Sacaton, Arizona; call 520-562-9621 for information on how payments may be accomplished. Applicants should have a copy of their sign permit application packet to assist cashier staff with the payment process and are to obtain a copy of the cashier's receipt for inclusion in the political sign permit application to LUPZ.
5. All Political Sign permit fees are **refundable** contingent upon removal of the signs after the election as outlined in the Fee Refund Process in Section 7 of these administrative processes.

Section 3: Application Process

1. The applicant is to submit a complete LUPZ Request Form along with appropriate attachments which will serve as the initial request to proceed with established receiving, review and approval processes.
2. The Political Sign Permit applicant is to prepare an introduction (narrative) letter, including as much information as possible (*who* you are, *what* type of sign is to be installed, *why* do you need these signs, *where* will the signs be placed {specific location of each sign}, *when* will the signs be installed and removed and *how* will they be installed) to be included with an appropriately-filled out LUPZ Request Form.
3. *All applicants* will be required to include the name, address, and telephone number of the person(s) who will be responsible for the proper erection and timely removal of the signs.
4. Submit all information to the Department of Land Use Planning and Zoning at the addresses provided. The Submittal Packet shall include an *LUPZ Request Form, receipt for fees paid; a narrative letter with required information, a list of sign locations, an illustration or graphics of the intended sign, permission slips/letters signed by the owner/assignee at the address(es) where you intend to place your political signs.*
5. Currently, the options to submit an application are to either call 520-562-6003 and ask for an Ordinance Team Member for assistance or e-mail your questions to the Ordinance Team at LUPZSupportGroup@gric.nsn.us and copy our Support Group at OrdinanceTeam@gric.nsn.us and the first available Team Member will reply and assist you as soon as possible.
6. Once your documents have been completed, scan your documents, make your payment to the Gila River Indian Community's Cashier's Office by calling 520-562-9621 for your payment options, include a copy of the receipt of payment for the political sign permit fee with your application packet and e-mail it to the LUPZ Support Group and copy Ordinance Team at the addresses on Page 1.
7. Political signs may be erected on a lot or property with permission from the legal property owner or assignee, so long as each sign does not *exceed 16 square feet*; a letter of authorization that includes the physical address signed by the property owner or assignee permitting political signs to be erected on the affected property must be included with the application packet. If a sign's dimensions exceed 16 square feet, the regular sign permit process must be used for any signs in excess of those dimensions.
8. Please refer to the 2025 Meeting Schedule of the Natural Resources Standing Committee for the meeting dates for the current quarter of FY 2025. Also, please refer to the Political Sign Permit Timeline for information on the application process and thereby providing insight into the recommended dates for initial submittal of applications to LUPZ for the next available meeting date.
9. *Applications should be submitted to LUPZ at least 15 working days prior to the dates in bold text* to accommodate required administrative reviews and approvals;
 - a. **April 8th** Natural Resource Standing Committee meeting
 - b. **April 29th** Natural Resource Standing Committee meeting
 - c. **May 13th** Natural Resource Standing Committee meeting
 - d. **May 27th** Natural Resource Standing Committee meeting
 - e. **June 10th** Natural Resources Standing Committee meeting
 - f. **June 24th** Natural Resources Standing Committee meeting

Please see pages 3 thru 6 for examples of a narrative and supporting documents

Date

Ordinance Team
Department of Land Use Planning and Zoning
P.O. Box E (mailing address)
291 W. Casa Blanca Rd – Building #2 (physical address)
Sacaton, AZ 85147

Dear Ordinance Team,

My name is NAME, I am a Community Member (or other appropriate status) applying for a GRIC Political Sign Permit to erect political signs to support my candidacy in the upcoming DATE Elections for the office of TITLE OF OFFICE (if running for a Council Seat, please indicate the appropriate District).

The referenced signs will be placed at all the locations on the list which accompanies this letter. The signs will be erected following approval of my application for a GRIC Political Sign Permit by the Natural Resources Standing Committee and certification of my candidacy by the Community Council for all approved locations only. The approved signs will be installed by using (method – i.e. T-posts, 4X4 wood posts, etc.) and will be removed (this includes actual sign & posts) before the end of the ten (10) day grace period following the associated election process as allowed by the GRIC Sign & Billboard Ordinance. I (or identified person or persons) will be responsible for the erection and removal of all approved signs. Furthermore, I understand that failure to remove my political signs before the end of the applicable deadline or grace period I may be liable for any fines, fees or costs for removal as allowed per Title 20, Chapter 4 of the Gila River Indian Community's Law and Order Code. My (His/Her/Their) contact information is as follows;

- Name:
- Contact Phone Number:

A list of proposed sign locations, a sign rendering, a copy of the receipt for payment of the refundable \$50.00 political sign permit fee and letters of authorization from each lot or landowner if applicable are included in my application packet.

Thank you for your assistance with my application; if you have any questions or concerns regarding this application or the signs after installation please contact me.

Sincerely,

Candidate's Name
Address
City, Arizona Zip Code
Phone Number
E-mail Address

Date

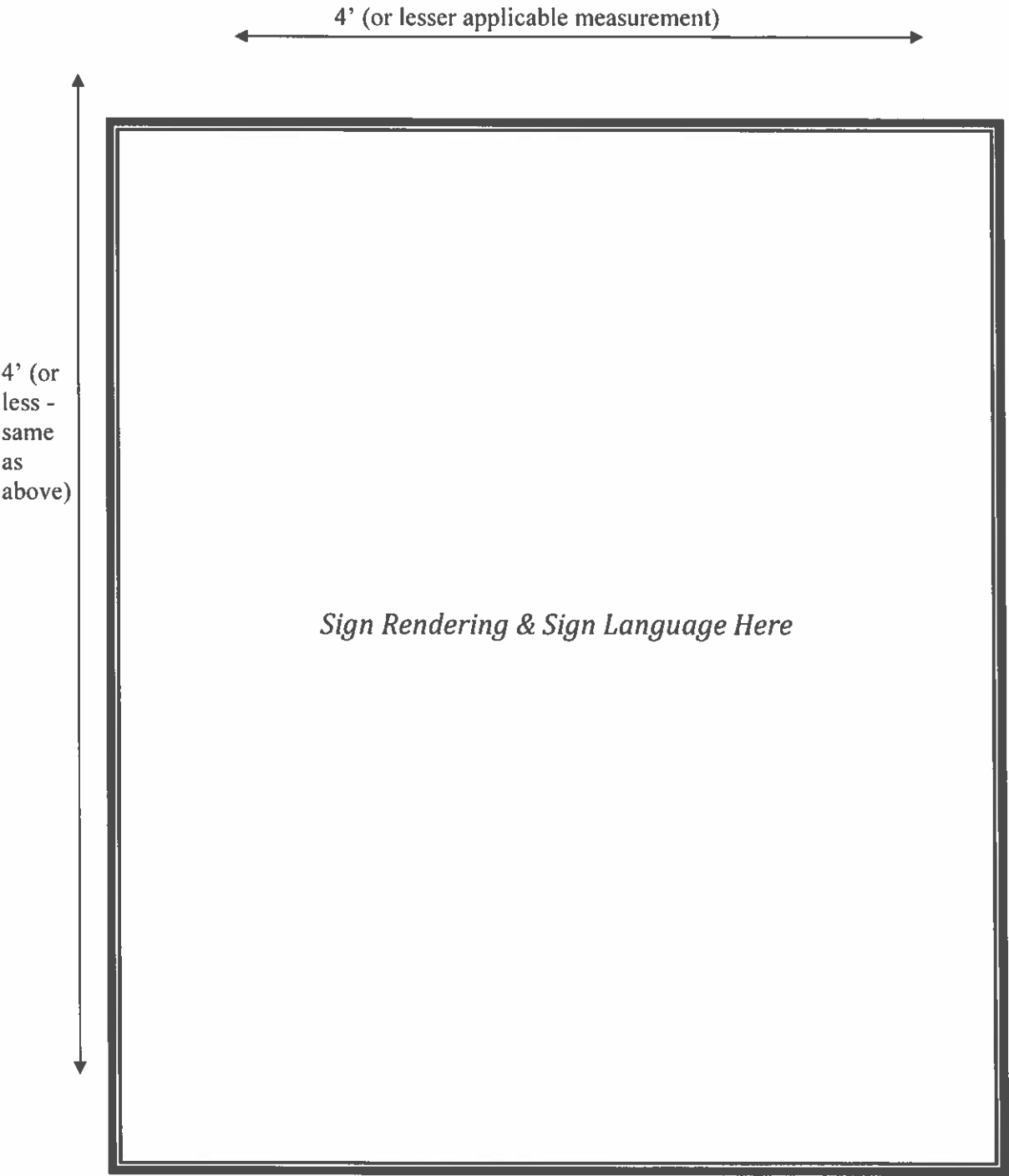
List of Political Sign Locations

Name: _____

Date: _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____

You may include maps with locations indicated if you so desire



Gila River Indian Community

Office of the Treasurer

Receipt for Payment – Political Sign Permit Fee

Section 4: Administrative Review & Approval Process

1. The LUPZ Request Form and attachments shall be forwarded to LUPZ Support for administrative logging-in of the submittal. A file will be established, appropriate memos and permit forms generated and a submittal packet forwarded to LUPZ Director Kimberly Cooper for review and concurrence.
2. The submittal packet will then be processed for completion of required administrative reviews and approvals by the Office of the Community Manager (OCM) and the Executive Office with final preparation for submittal to the Community Council Secretary's Office (CCSO) by the next submittal deadline for placement on the following agenda for the Natural Resources Standing Committee Meeting.
3. **It is very important that all applications for a Political Sign Permit must be submitted to LUPZ at least 15 working days prior to the dates emboldened in Section 3.8 on Page 2 to allow time for required administrative reviews and approvals. Please refer to the 2025 NRSC Meeting Schedule and the Sign & Billboard Request Timeline provided to assist with the timing of your request.**

Section 5: Natural Resources Standing Committee Meetings

1. Meetings are typically held on the second and fourth Tuesday of each month; please refer to the 2025 Natural Resources Standing Committee Schedule for regularly-scheduled meeting dates. The schedule is subject to change so it is recommended to contact the Community Council Secretary's Office at 520-562-9720 for any possible re-scheduling of meeting dates and times.
2. Candidates interested in participating in the meeting at which their application will be entertained to support their request must convey that in the narrative included with the candidate's application packet. The Administrative Assistant for the Natural Resources Standing Committee will send out any notices/invites to requesting parties.
3. The NRSC will discuss all applications and render a decision on behalf of the Community.
4. If the Political Sign Permit is approved, the applicant and the Ordinance Team Member will coordinate a means of delivery of the original document.

Section 6: Additions to List of Locations

1. **All requests for additions to already-approved lists for sign locations must be submitted to LUPZ at least 6 working days prior to the dates emboldened on Section 3.8 on Page 2 to allow time for required administrative processing, reviews and approvals. Please refer to the 2025 NRSC Meeting Schedule & Political Sign Permit Request Timeline provided to assist with the timing of your request.**

Section 7: Refund of Reimbursable Fee

1. Political Sign Permit fees are reimbursable by requesting a Fee Reimbursement Form, filling it out and submitting it to LUPZ at the end of the election process for which you are a candidate and upon removal of all signs. All political signs, including all posts shall be removed within ten days after the election process for which the candidate remains eligible for. Political Signs and posts remaining after this ten day period, will cause the candidate to not be eligible for reimbursement of deposited fees and may incur such fees and costs as allowed by Title 20, Chapter 4 of the Law and Order Code.

2. **Final processing of requests for refund of fees will not occur until after the expiration of the ten-day grace period referenced above has occurred.**

Section 8: Failure to Remove Political Signs

1. **Per 20.407 of the Gila River Indian Community's Sign & Billboard Ordinance, please note the following language pertaining to the failure to remove Political Signs. "Any sign, including political or any other temporary sign or billboard which advertises a use no longer in existence shall be removed by the permit holder within 30 days of written notification by LUPZ. Failure by the permit holder to comply with such notice within the time specified may result in removal of the sign or billboard by LUPZ. In such an occurrence, LUPZ shall fine the permit holder no less than \$200.00 per sign or billboard and the actual cost of removal of each sign or billboard."**

Section 9: Restrictions on Placement and Presentation of Political Signs

1. Signs cannot be erected on a public right-of-way, public utility poles, public buildings, or parks and trees, nor be placed in any manner that will cause a traffic hazard or unsafe conditions for motorists or pedestrians unless otherwise authorized by the Natural Resources Standing Committee.
2. Community Bulletin Boards are considered a Community Structure and therefore political postings are prohibited from being placed upon them.
3. **The use of the Community Seal or any facsimile thereof on the face of any sign is strictly prohibited without the expressed written consent of the Gila River Indian Community Council.**

Section 10: Denial of Request

1. A Request for a Political Sign Permit will be evaluated and at any time during the process, the request can be denied. Possible reasons for denial may include failure to pass required reviews and approvals, failure to meet required deadlines, failure to provide required information, or making of false or misleading statements or providing false or misleading information to secure a permit; this list is no all-inclusive for their may be other circumstances determined by the committee that merit the denying of an application.
2. If denial of the request does occur, the applicant will be notified in writing.

Section 11: Termination of an Approved Political Sign Permit

1. Any Political Sign Permit which has been issued can be terminated or revoked without prior notice due to unforeseen emergencies and/or disasters, or for any infractions to the terms contained in the Political Sign Permit.
2. The applicant will be notified in writing if an approved Political Sign Permit is terminated or revoked and must remove all signs and posts within ten days from the date on the certified letter containing the notice the permit has been revoked to be eligible for reimbursement of the refundable \$50.00 fee paid. Failure to do so will also compel the Department of Land Use Planning and Zoning to initiate steps according to 20.407 of the Gila River Indian Community's Sign and Billboard Ordinance as outlined in Section 8 of these guidelines.

Gila River Indian Community

Department of Land Use Planning & Zoning

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Political Sign Permit Fee Reimbursement Form

DATE: _____

TO: Department of Land Use Planning and Zoning

FROM: _____

SUBJECT: Request for Reimbursement of Refundable Sign Permit Fee

I have complied with the G.R.I.C. Sign and Billboard Ordinance, GR-03-06 (Title 20, Chapter 4) as amended and have removed my signs, including any posts installed located throughout the Gila River Indian Community within 10 days of the (check one only) /___/-Council /___/-Primary /___/-General Election /___/-Special Election; therefore I am requesting reimbursement of the \$50.00 refundable political sign permit fee.

Please mail my check to: _____

Candidate Signature

Contact Number

I verify the above-name candidate has complied with the G.R.I.C Sign & Billboard Ordinance and has removed their approved sign(s) within 10 days following the (check one only) ☐-Council, ☐-Primary, ☐-General Election or ☐ Special Election for which the approved sign permit applies.

Land Use Ordinance Officer

Date