

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
FY 2025**

Revised January 7, 2025

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Sign Permit Application Guidelines for Tenants at the Phoenix Premium Outlets *FY 2025*

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 Gila River Development (formerly 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 and copy the LUPZ – Ordinance Team at OrdinanceTeam@gric.nsn.us for assistance including your sign permit application 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. All applications for a GRIC Sign Permit at the Phoenix Premium Outlets by a tenant or client must have a written concurrence letter from the managing party of that facility included in the application packet before processing may commence.
3. 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.
4. 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.
5. *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.
6. 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. To expedite matters, it may be prudent to discuss your signage with an Ordinance Team Member to coordinate the appropriate fee or fees for your sign application packet before submitting your documents to LUPZ.
7. The LUPZ Form, the receipt for payment of associated fees and all supporting documents should be e-mailed to LUPZSupportGroup@gric.nsn.us and copy 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



Revised December 18, 2024

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 **ORIC Sign Permit** for the installation of a sign at the Phoenix Premium Outlets on the Gila River Indian Community for the purpose of XXXXXXXXXXXXXXXXXX. The sign will be located at XXXXXXXXXXXXX; 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 Cooper 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 to avoid administrative and legal measures available to the Department.

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 or in these administrative processes.
2. The applicant will be notified in writing if an approved Sign & Billboard permit is terminated or revoked.

This is to certify that the undersigned is the owner of land described in the attached plat and he has caused the same to be surveyed, subdivided and platted as shown by the Plat for uses and purposes as indicated therein, and does hereby acknowledge and adopt the same under the style and title thereon indicated.

CHAPTER 4. SIGNS AND BILLBOARDS

20.401. Purpose and Intent.

The purpose of this chapter is to promote and protect the health, welfare and safety of the public by regulating signs and billboards situated on Community land. Community land includes both Community and allotted land. This chapter is intended to:

- A. Protect property values;
- B. Promote safe and appealing signs and billboards while contributing to a vibrant economic and business climate; and
- C. Protect and preserve the scenic and natural beauty of the Community.

This chapter was crafted to permit the display of signs and billboards, under specified conditions, within the Community in a manner that supports the intent of the chapter, without being arbitrary or restrictive.

20.402. Definitions.

Banner: A temporary sign, constructed of vinyl, paper, or cloth, usually affixed to a structure, directing attention to that structure.

Billboard: A sign which directs attention to a business, commodity, service or entertainment which is conducted sold or offered elsewhere than upon the premises where such sign is located or which it is affixed.

Freestanding Sign: Any sign independently mounted or mounted on a building and extending more than one foot from the surface of the wall such sign is mounted on. A single freestanding sign may have separate component signs mounted from a common supporting structure. Temporary or mobile signs shall not be considered freestanding signs.

Land Use Planning and Zoning Department (LUPZ): The Community entity charged with administering the provisions of this chapter.

Major Thoroughfare: A road, highway or freeway that accommodates at least two lanes of vehicular traffic.

Planning and Zoning Commission: The Planning and Zoning Commission of the Gila River Indian Community.

Sign: A name, identification, description, display or illustration which is affixed to or painted or represented directly or indirectly upon a building, structure or piece of land and which directs attention to an object, product, place, activity, person, institution, organization or business.

20.403. Application for Permit; Fees.

Prior to the erection of any sign or billboard, an application for a permit and a nonrefundable permit application fee shall be submitted to the LUPZ. The permit application fee is nonrefundable and shall be equal to the amount of \$1.00 per square foot per sign or billboard face. All applications for a sign or billboard permit shall be subject to all the requirements of this chapter. Each application shall include the following:

1. A map drawn to scale showing the exact location of the proposed sign or billboard;
2. An illustration of the proposed sign or billboard, including dimensions and a rendering of the sign or billboard face(s).

Upon receipt of a complete application and upon receipt of fee(s), and no later than ten calendar days, LUPZ shall arrange for the application to be placed on Natural Resources Standing Committee's (NRSC) agenda for consideration.

Prior to the next NRSC meeting, LUPZ shall provide the NRSC and the applicant a written recommendation regarding the acceptance or denial of each sign or billboard application. In its written recommendation, LUPZ shall consider the contents of the application, applicable Community law, and other pertinent factors, including, but not limited to, zoning, leases, easements, rights-of-way, etc.

At a regularly scheduled meeting and within 45 days of receipt of the application and LUPZ' written recommendation, the NRSC may either grant or deny an application. NRSC's decision shall be in writing, and must clearly state the reason(s) for its decision. The NRSC may request additional information from the applicant or LUPZ before it renders a decision, but in no circumstance shall NRSC not render a decision on an application within 180 days.

20.404. Renewal.

All sign or billboard permit holders shall renew their sign or billboard permit(s) on an annual basis, due on or before the date the initial sign or billboard permit was granted. At the time of annual renewal, each sign or billboard permit holder shall pay an Annual Billboard Permit Fee equal to the amount of \$2.00 per square foot per sign or billboard face. The Annual Billboard Permit Fee shall be assessed for each sign or billboard.

20.405. Inspection.

All signs and billboards shall be periodically inspected by LUPZ. Upon discovery of any deficiency(ies), LUPZ shall promptly inform the permit holder in writing of such deficiency(ies). Upon receipt of notice, a permit holder shall have no more than 14 calendar days to remedy

said deficiency(ies) and/or contest LUPZ's finding(s) in writing. Failure of a permit holder to take affirmative action within 14 calendar days shall subject the permit holders to any or all of the following penalties:

1. Revocation of permit;
2. Removal of the offending sign or billboard;
3. A fine of not less than \$500.00, depending on the severity of the offense; and
4. Other appropriate remedies.

20.406. Variances.

Application for a variance from any of the sign or billboard requirements shall be made to LUPZ in the form of a written application, clearly stating the nature of the request, and explaining the need for a variance.

Each application for a variance shall include a non-refundable filing fee equal to the amount of \$5.00 per square foot per sign or billboard face. This variance application fee is distinct and separate from the billboard permit application fee.

No later than ten calendar days after receipt of application, LUPZ shall prepare a written recommendation with regard to the request for a variance and forward their recommendation, along with the application for the variance, to the Planning and Zoning Commission.

The Planning and Zoning Commission shall conduct a public hearing upon the application for variance not more than 45 days after receipt of the application. The public hearing shall be held in the District of the Community within which the sign or billboard is proposed. The requirements for notice of the public hearing shall follow the procedures for public hearing outlined in the Community's Interim Zoning Ordinance.

At the public hearing, the applicant(s) shall present a written document that addresses all of the following:

- a. Whether there are special circumstances or conditions that warrant consideration and that are applicable to the proposed sign or billboard that do not exist in other situations.
- b. Whether strict application of the chapter would constitute an unnecessary hardship on the Applicant.
- c. Whether the granting of a variance materially affects the health, welfare and safety of persons residing or employed in the immediate area.
- d. Whether the granting of a variance would be materially detrimental to the public welfare or injurious to property or other improvements in the area.

In the event the Planning and Zoning Commission finds that substantial conformity to the sign or billboard requirements are met and that detriment to the area would not result in the granting of the variance request, then it shall approve the variance request. Based upon the

application and the factors listed above at Subsections a. through d., the Planning and Zoning Commission shall issue their decision in writing to the applicant and to LUPZ. All decisions of the Planning and Zoning Commission are final.

20.407. Removal.

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 occurrence, LUPZ shall fine the permit holder no less than \$200.00 per sign or billboard and the actual cost of removal of the sign or billboard.

20.408. Sign Requirements.

1. Commercial signs shall not exceed 100 feet in height.
2. Signs may be illuminated by fixed lights, either internal or external provided that the lighting is controlled to preclude glare, or the beaming of light onto a street or residential building.
3. Signs shall be securely anchored according to accepted commercial standards, so as not to endanger public safety.
4. All signs shall be maintained in a safe, presentable and structurally solid condition and shall meet the standards of the Community's Building Safety Department.

20.409. Billboard Requirements; Gila River Displays.

1. Per Resolution GR-13-95, the Community Council established Gila River Displays (GRD), a Community owned entity operated under the auspices of Gila River Business Enterprises. GRD is engaged in the business of design, construction and assembling of billboards within the Community. Consistent with the Community's goal of promoting Community-owned businesses and providing employment opportunities for Community members, GRD shall be entitled to a First Right of Refusal for the design, construction and assembly of all billboards to be placed in the Community subsequent to enactment of this chapter.
2. Billboards shall be permitted only in an area within 100 feet of the right-of-way line of any major thoroughfares.
3. Billboards shall be erected no less than 500 feet of the entrance and exit ramps of controlled access highways.
4. Billboards shall contain a maximum of two sides per billboard.
5. Billboards shall contain a maximum of 650 square feet per side.
6. Billboards shall not exceed 40 feet in height as measured from the average elevation of the grade of the land in an approximate 300 foot radius from the location of the billboard.

7. A billboard shall be located no less than 1,000 feet from another billboard. Billboards shall not overhang a public or private right-of-way.

8. Billboards may be illuminated by fixed lights, either internal or external, provided that the lighting is controlled to preclude glare, or the beaming of light onto a street or residential building.

9. Billboards shall use either vinyl wrap or a material of equivalent durability to display the billboard copy.

10. Billboards shall meet the standards of the Community's Building Safety Department.

20.410. Temporary Signs.

A. **Political Signs.** Upon receipt of an application for a permit and refundable \$50.00 deposit, any individual, group or organization may erect political signs. Political signs shall not exceed 16 square feet in surface area. Political signs shall be removed no later than ten days after the election. Upon removal of the political signs, LUPZ shall return the applicant's deposit. A permit holder's failure to remove political signs shall result in forfeiture of the \$50.00 deposit and removal of the political signs by LUPZ.

B. **Other.** Temporary signs for events of general public interest, garage sales, food sales, open houses and other similar events shall not require a permit. All temporary signs shall be removed no later than 24 hours after the event.

20.411. General Prohibitions.

1. Flashing, moving or blinking signs or flashing, moving or blinking sign or billboard lights are prohibited and shall not be permitted under any circumstances with the following exception: signs that alternately display only the current time and temperature.

2. No sign shall be permitted which in any way obstructs a clear view of any street intersection, traffic control signal or device, driveway or walkway.

3. No sign either attached to a building or independently mounted shall exceed above the roofline of any building which exceeds 20 feet in height.

4. No sign shall be located in a street right-of-way or on other public property unless permission to do so has been granted by the Community Council or it is specifically permitted under this chapter.

5. No sign shall be attached to a utility pole, a tree, a standpipe, gutter drain or fire escape.

20.412. General Exemptions.

This chapter does not apply to the following:

1. Official governmental or traffic signs, including, but not limited to railroad crossing signs, signs indicating danger, speed limit, road conditions, etc.

2. Signs, flags or monuments identifying governmental or public uses such as police and fire stations, governmental offices or garage facilities, hospitals, parks, schools and other similar uses.
3. Signs which are located completely within an enclosed building and which is not visible from outside of the building.
4. Tablets, grave markers, headstones, statuary or remembrances of persons or events.
5. Works of fine art when not displayed in conjunction with a commercial enterprise.
6. Temporary decorations or displays celebrating the occasion of a traditionally accepted cultural, patriotic or religious holiday (provided such items are removed within 15 days of such occasion).
7. Signs on a truck, bus, trailer or other motor vehicle while operated in the normal course of business.
8. Religious symbols, monuments, icons and name identification signs displayed by a church, temple, chapel or mosque or private school, provided such displays are located on the property of the religious group.

LAND USE

TITLE 20 LEGISLATIVE HISTORY

Ordinances and resolutions appearing in boldface are, in whole or part, currently effective.

1983 Compilation

Ordinance GR-04-82 adopted Interim Zoning Ordinance (revised March 1982)*

Resolution GR-144-82 amended portions of the Interim Zoning Ordinance (adopted October 6, 1982)

Resolution GR-92-83 enacted Homesite Ordinance 25(B) (adopted June 1, 1983)

Resolution GR-96-88 enacted Homesite Ordinance 25(C) (adopted July 20, 1988) Ordinance GR-01-90 enacted the Residency Ordinance (adopted February 21, 1990)

Ordinance GR-05-94 enacted Chapter 1, Homesite Ordinance (adopted November 23, 1994)

Ordinance GR-20-95 enacted Chapter 1, Homesite Ordinance 25(D) (adopted March 1, 1995)†

Note—Resolution GR-126-99 enacted current Chapter 2, Subdivision Ordinance (September 15, 1999)

Note—Ordinance GR-03-06 enacted current Sign and Billboard Ordinance (adopted May 3, 2006)‡

*Note—Ordinance GR-04-82, Interim Zoning Ordinance, was noted as published separately in the 1983 Compilation.

†Note—Ordinance GR-20-95, Homesite Ordinance, Resolution GR-126-99, Subdivision Ordinance and Ordinance GR-03-06, Sign and Billboard Ordinance, were originally located at Title 21.

‡Note—Ordinance GR-03-06 purports to rescind Ordinances GR-01-80 and GR-05-82, which predates the 1983 Compilation. Ordinance GR-05-82 was explicitly rescinded by Resolution GR-131-83, the 1983 Compilation.