



APPLICATION FOR SIGN PERMIT

(Section 23-010 - 23-180 Lehi City Development Code)

For Office Use Only Application Date: _____ Receipt #: _____ Planner: _____

Approval Signatures & Dates: _____

Fees:

<ul style="list-style-type: none"> • Temporary Special Event Sign - \$25.00 • Temporary Directional Sign for Project - \$100.00 • All other signs approved by the Development Review Committee - \$0 	<ul style="list-style-type: none"> • Temporary On Premise Project Sign - \$100.00 • Temporary Weekend Directional Sign - \$10.00 • Signs approved by Planning Commission - see Conditional Use Permit fee
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Please Note: This application for zoning approval is to be completed prior to filing a Building Permit Application if a Building Permit is required. The fees listed on this application do not include any necessary Building Permit fees.

Business Name: _____
(Provide the name of the business, development, subdivision, special event or other identification of the sign user)

Address (Sign Location): _____ Bldg/Suite #: _____ Zone: _____

Subdivision/ Development Name: _____ Lot: _____ Parcel ID#: _____

Applicant: _____ **Contact Person:** _____
(Applicant shall be the primary contact person and responsible for all submittal information)

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Cell #: _____ Fax #: _____ Email: _____

Property Owner's Signature of Authorization to file: _____
(if more than one owner, attach the signature of each owner to this application)

Company or Person Installing Sign: _____ State License #: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone#: _____ Cell#: _____ Fax#: _____ Email: _____

Valuation of Sign: \$ _____

Type of Sign or Device: (Check applicable box and attach submittal requirements listed on Page 2)

Signs Approved Administratively By The DRC:

- Awning sign
- Canopy Sign (including Canopy Signs for gas stations)
- Directional or Instructional Sign (on premise)
- Institutional Sign
- Monument Sign
- Projecting Sign
- Suspended sign
- Subdivision Monument Sign or Nameplate
- Temporary signs:
 - Directional Project Sign
 - Model Home Sign
 - On Premise Project Sign
 - Political Sign
 - Promotional Sign
 - Weekend Directional Sign
- Wall Sign
- Other _____

Signs Approved by the Planning Commission:

- (Requires Conditional Use Permit Approval at a Public Hearing)
- Electronic Message Display (EMD)
 - Marquee
 - Menu Board
 - Pylon Sign (on premise)

Type of Illumination: (Check one)

- Non-illuminated or detached light source
- Internal or attached light source

Proposed Work: (Check one)

- New Installation
- Alteration
- Temporary Sign Installation
- Relocation - on site
- Sign Face Change

Will any existing signs be removed? No Yes, provide detailed description of sign(s) to be removed.

Are any existing signs to be re-installed? No Yes, provide detailed description of sign(s) to be re-installed.

Dimensions of Proposed Sign(s):

Height: _____ (ft) _____ (in) Width: _____ (ft) _____ (in) Total Sq. Ft. _____

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Height: _____ (ft) _____ (in) Width: _____ (ft) _____ (in) Total Sq. Ft. _____

Dimensions of the Wall(s) the Sign(s) Will be Attached to (for Wall Signs only):

Primary Wall - Height: _____ (ft) _____ (in) Width: _____ (ft) _____ (in) Total Sq. Ft. _____

2nd Wall - Height: _____ (ft) _____ (in) Width: _____ (ft) _____ (in) Total Sq. Ft. _____

3rd Wall - Height: _____ (ft) _____ (in) Width: _____ (ft) _____ (in) Total Sq. Ft. _____

4th Wall - Height: _____ (ft) _____ (in) Width: _____ (ft) _____ (in) Total Sq. Ft. _____

What Percent of the Total Wall Area(s) Does the Wall Sign(s) Cover? (for Wall Signs only; this is the sign area divided by the wall area):

Primary Wall Sign _____%, 2nd wall Sign: _____%, 3rd Wall Sign _____%, 4th Wall Sign _____%

Clearance (if applicable): Distance from bottom of sign to finished grade directly below the sign _____ (ft) _____ (in)

APPLICATION SUBMITTAL REQUIREMENTS

REQUIREMENTS FOR ALL SIGNS:

- (1) _____ Completed Application and Fee paid. *A separate application may be required for each separate sign.*
- (2) _____ If the sign requires approval by the Planning Commission, the applicant must file an application for a Conditional Use Permit, including fee.
- (3) _____ **The applicant shall create an account and submit all required information electronically through the following link <https://talktomycity.com/create>, including:**
 - (a) _____ A copy of a plot plan showing the relationship of the sign to:
 - Buildings – if the proposed sign is to be placed on a wall, please include the dimensions of the wall upon which the sign will be placed
 - Parking areas
 - Property lines (for monument signs, show a dimension from the back of the sidewalk(s) to the sign)
 - Rights-of-way
 - Intersections
 - **Utility lines and easements (BE SURE TO SHOW THE LOCATION OF ALL PUBLIC UTILITY EASEMENTS AND AVOID PLACING THE SIGN IN THE EASEMENT AREA(S))**
 - Driveways
 - 35 foot clear vision zone
 - (b) _____ A copy of accurately dimensioned, scaled drawings of the sign showing:
 - Height, width and square feet dimensions
 - Color
 - Type and intensity of illumination
 - Text composition and font type(s)
 - (c) _____ Renderings or photographs showing how the sign will appear from the street.
 - (d) _____ Copies of details of sign construction, including design of support structures and electrical plan.
 - (e) _____ For signs located adjacent to a State Right-of-Way, provide written verification that the applicant has coordinated with UDOT on any additional State regulations for signs.
- (4) _____ Staff will then review the submittal and send out an email with a link for the payment of fees (if applicable).

SUPPLEMENTAL REQUIREMENTS FOR CERTAIN SIGNS:

Temporary Signs:

- (1) _____ Submit a signage plan including the number, location, dimensions, and sign copy of all proposed signs.
- (2) _____ Provide dates the sign(s) will be displayed - not to exceed 30 days at any one time or 90 days per calendar year.
- (3) _____ For portable or A-frame type signs, provide a site plan showing where the sign will be located and how it will be anchored. Signs are not allowed within a public right of way, including sidewalks.
- (4) _____ For banners, provide a building elevation drawing or image showing where the banner will be attached and how it will be attached.

Electronic Message Display Signs:

- (1) _____ Provide written certification from the EMD manufacturer that the sign is capable of not exceeding the light intensity maximum levels specified in Chapter 23 of the Development Code and verification that the sign uses photocell dimming for automatic dimming of the intensity of the sign illumination under varying light conditions.
- (2) _____ Provide a photometric matrix (showing the dispersal in foot-candles) showing that the sign meets all the light intensity requirements of this Code.

APPLICANT CERTIFICATION

I certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Lehi City may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Lehi City Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicant Signature _____ Title _____ Date _____