



HIGHLAND CITY

5400 West Civic Center Drive - Suite 1
Highland, UT 84003
Phone 772-4515 Fax 756-6903
Community Development Department

TEMPORARY SIGN PERMIT APPLICATION

STAFF USE ONLY

Application Date: ___ / ___ / ___ Application Number: _____ Fee Owed: \$ 25.00
Received by: _____ Receipt #: _____ Cash/Card/Check (Check #: _____)
Application: Approved/Denied Staff Comments: _____

SIGN LOCATION INFORMATION

Business Name: _____

Address: _____

Type of Sign: _____

SIGN COMPANY INFORMATION (if applicable)

Name: _____

Mailing Address: _____

Phone #: _____ Fax #: _____

Email Address: _____

BUSINESS OWNER INFORMATION

Owner Name: _____

Owner Address: _____

Owner Phone #: _____ Owner Email Address: _____

Owner's Signature: _____



PROPERTY OWNERS AFFIDAVIT

I (we) _____, being first duly sworn, depose and say that I (we) am (are) the current owner of the property involved in this application; that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon personal knowledge.

Owner's Signature

Owner's Signature (co-owner, if any)

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public

AGENT AUTHORIZATION AFFIDAVIT

I (we), _____, owner(s) of the real property located at _____, in Highland City, Utah, do hereby appoint _____, as my (our) agent to represent me (us) with regard to this application affecting the able described real property.

Owner's Signature

Owner's Signature (co-owner, if any)

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public



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TEMPORARY SIGN PERMIT REQUEST

All signs are subject to ordinances within the Highland City Development Code. Each zoning district may have separate but binding restrictions and guidelines for all signage. All signs within commercial zones shall require a sign permit. All temporary signs shall not be permitted to advertise specific items (ex: roses, beer, gas, soda, etc.). All temporary signs shall require the approval of the Zoning Administrator. A person or business applying for a temporary sign must possess a current business license within Highland City. Temporary signs that may be applied for are used exclusively for: Temporary Grand Opening Signs, Temporary Promotional Signs, Temporary Agricultural Signs, Temporary "A-frame Signs, Temporary Garage Sale and Political Signs.

TO BE COMPLETED BY STAFF		REVIEW/SUBMITTAL ITEMS
YES	NO	
		Completed and Signed Planning Application.
		Narrative of the type of sign applied for and the number of days the sign will be displayed. Please refer to section 3-712 of the Development Code.
		Legible drawing of the proposed sign on a separate 8 1/2"x11" sheet (2 copies), which shall include sign dimensions, sign lighting details, and installation information.
		Legible drawing, on a separate 8 1/2"x11" sheet (2 copies), of the building that includes overall building dimensions and dimensions of each architectural frontage in which any sign is placed.

Signature: _____

Printed Name: _____

Date: _____

Phone Number: _____

3-712 Temporary Signs

This Section shall require a temporary sign permit application and provides for commercial and retail establishments an opportunity to temporarily advertise on special occasions only. A temporary sign shall not be permitted to advertise specific items (ex: roses, beer, gas, soda, etc.). A person or business applying for a temporary sign, other than a temporary garage sale or yard sale sign for the property within a residential or agricultural zone, must possess a current business license within Highland City.

Temporary signs that are not permitted as defined in this Section are specifically not permitted within Highland City. Temporary signs that may be applied for are used exclusively for:

1. Temporary Grand Opening Signs. A person may obtain a permit for a Temporary grand opening sign upon approval of the Zoning Administrator for a specific period of time not to exceed 60 days. It shall be the responsibility of the applicant to first obtain a permit for such a sign and to remove the same sign after expiration of the term of the permit. Temporary Grand Opening signs shall only be available one time per business or change in ownership.
2. Temporary Promotional Signs. Temporary promotional signs may be permitted upon approval of the Zoning Administrator for a specific period of time not to exceed six (6) days (Monday B Saturday). Temporary promotional signs shall only be placed in a location specified by the City Council (ex: part of the allotted window front, directly in front of leased space and within 10 feet of the entrance, etc.). It shall be the responsibility of the applicant to first obtain a permit for such a sign and to remove the same sign after expiration of the term of the permit. Temporary signs shall only be available B five (5) - times per year per business. Unless otherwise specified within this code only the following list of temporary signs shall be permitted and all others shall be specifically not permitted:
 - a. Banner Signs. Banner signs not to exceed twenty-four (24) square feet in size. Banner signs shall only be permitted to be placed within the approved banner supports or on the building within the leased space of the business of which the sign is associated as designated by the City Council. A banner sign may not be attached in any way to a significant supporting structure (columns), significant architectural feature, or above an eave, parapet or roof line of a building.
 - b. A-frame Signs. A-frame signs must be placed within fifteen (15) feet from the primary entrance for the business advertising on it. A-frame signs may not exceed 48” in height and 36” in width. A-frame signs may not be placed in a manner that would impede pedestrian or vehicular access.
3. Temporary Agricultural Signs: designated to be displayed no longer than forty-five days.
 - a. A temporary agricultural sign shall be no larger in area than sixteen square feet and stand no higher than ten feet from the ground.
 - b. These signs shall not be placed within any road right-of-way, shall not obstruct the view of vehicular traffic or pedestrians, shall not be placed on any traffic regulatory sign, and shall not be lighted.
 - c. These signs shall advertise only produce, fruit, livestock or other crops produced in Highland City.
 - d. Temporary agricultural signs shall be exempt from requirement of sign permit and fee; however, failure to comply with above regulations shall constitute littering, punishable as a misdemeanor. All nonconforming signs shall be removed at the expense of the person or persons responsible for their erection. If no person can be found it shall be assumed the person at the location advertised shall be responsible.

4. One temporary “A-frame” sign not to exceed 32” x 48” may be permitted for a model home. The sign shall be placed behind the sidewalk on model home private property and only displayed while the realtor of the model home is present to let passers-by know they are open.
5. Temporary Garage Sale or Yard Sale Signs. (Amended 11/15/05)
 - a. Garage sale or yard sale signs shall not exceed six (6) square feet in area and shall stand no higher than six (6) feet from the ground, shall not be lighted, shall not be placed in any road right-of-way, shall not obstruct view of vehicular traffic or pedestrians, or shall not be placed on any traffic sign or utility pole.
 - b. Garage sale or yard sale signs shall only be displayed for a period not to exceed 48 hours.
 - c. Garage sale signs shall require a temporary sign permit. (Amended 11/15/05)
 - d. Temporary garage sale or yard sale sign permits shall be available five (5) times per year.
 - e. Garage or yard sale signs shall only be placed on property where the garage sale is occurring.
 - f. Off-site directional signs for garage or yard sales are specifically prohibited with exception to specific “community announcement” locations as approved by the Highland City Council.

(Amended 11/15/05, 4/3/07)

HISTORY

Amended by Ord. [O-2013-15](#) on 11/19/2013

Amended by Ord. [O-2017-09](#) on 5/2/2017

Amended by Ord. [O-2020-30](#) on 9/15/2020