



**HIGHLAND CITY**

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

## SIGN PERMIT APPLICATION

### STAFF USE ONLY

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

### SIGN LOCATION INFORMATION

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Sign: \_\_\_\_\_

### SIGN COMPANY INFORMATION

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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## 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 permanent signs within commercial zones shall be installed by a licensed sign contractor according to State Law. All permanent signs shall require the approval of the Zoning Administrator. All permanent signs within commercial zones of a sign type that has not been previously approved shall require specific approval by the Highland City Planning Commission. Any sign may not be altered in any fashion without first obtaining a new sign permit.

TO BE COMPLETED BY STAFF		REVIEW/SUBMITTAL ITEMS
YES	NO	
		Completed and Signed Planning Application.
		Fees paid when the permit is picked up (fee is based on the valuation of the sign).
		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: \_\_\_\_\_