



**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: \_\_\_ / \_\_\_ / \_\_\_ Valuation (Cost of Project) : \$ \_\_\_\_\_  
Fee Owed (Calculated with Building Permit): \$ \_\_\_\_\_ 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



**HIGHLAND CITY**

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

**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. **\*\*See pages 4 & 5 for Development Code standards for wall signs\*\***

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.

All signs that are mounted or have any form of lighting, require a building permit (see page 6 for building permit application).

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

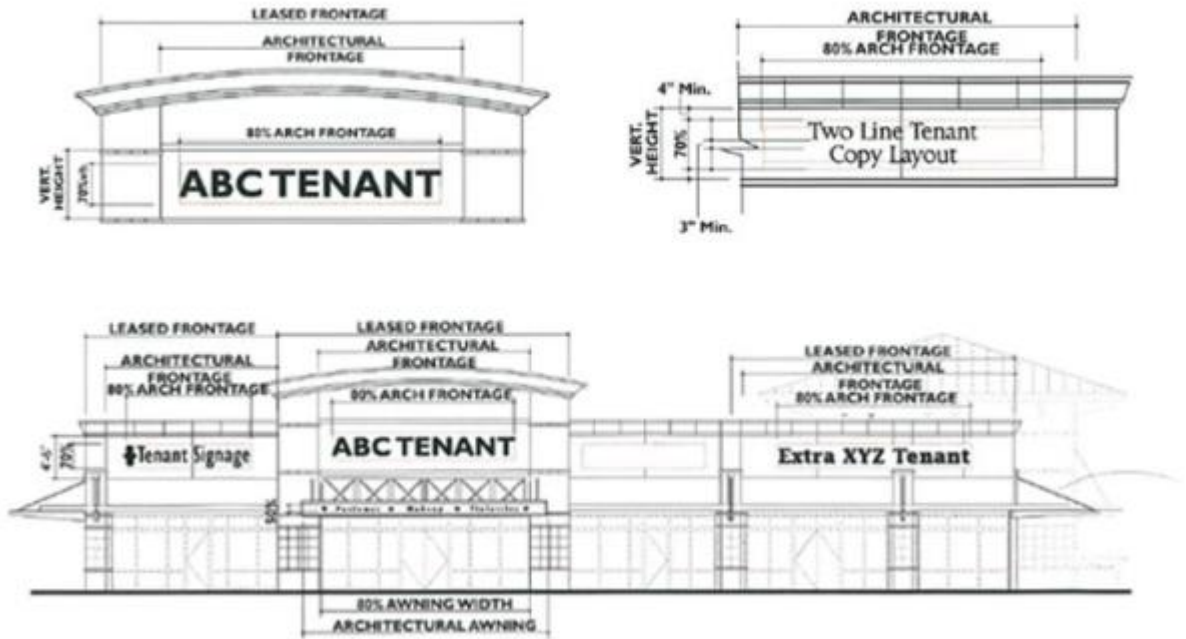
### **3-708 Wall Signs**

This Section shall permit a business within a commercial zone to apply for a permit to install a permanent wall sign upon their place of business in Highland City (see wall sign definition within this Section). A wall sign shall be installed by a licensed sign contractor\* for a commercial business if the following requirements are met (additional requirements may apply within separate zones B see above Table 3-707A). The applicant shall be the owner of the business for which the sign will be installed or a licensed sign contractor representing the said owner. All wall signs within commercial zones of a sign type that has not been previously approved shall require specific approval by the Highland City Planning Commission. The following restrictions shall apply to all wall signs:

#### 1. Location.

- a. Wall signs are allowed only on the exterior elevation of the space occupied by the business.
- b. A wall sign shall be affixed parallel to a permanent part of the exterior of a building and shall project less than 18 inches from that wall.
- c. Wall signs shall be centered horizontally and vertically within the architectural frontage and located over the tenant space. The overall length of any sign shall not exceed 80% of the architectural frontage on which it is placed. The overall height shall not exceed 70% of the narrowest portion of the vertical fascia height on which it is placed.

Wall Sign Location Examples:



- d. A minimum of 3" line spacing shall be used between all multiple lines.
- e. A wall sign may never extend above the eave, horizontal roof line or roof parapet or located within twelve (12) inches from the eave or parapet.
- f. Wall signs shall be prohibited for structures with integral roofs.
- g. Wall signs are prohibited on Rear or side elevations adjacent to single family residential uses.

2. Size. The size of the wall sign is calculated by the building frontage from which the applicant for the wall sign operates business. A wall sign is calculated by a percentage of the front wall of the business from eave or cornice to grade multiplied by the linear foot of building width or width of leased space whichever is less.
3. Sign Area. The sign area for each business shall not exceed fifteen (15) percent of façade of the business wall elevation along the street frontage on which the sign is displayed. In no event shall the sign area for a side or rear elevation exceed the area permitted on the front elevation.
4. Material.
  - a. Signs shall be either individual pan channel letters and logos; reverse pan channel letters and logos, or custom cabinets.
  - b. Wall signs may incorporate an insignia, business logo or registered trademark as a cabinet type sign. Only 20% of the sign size shall be permitted to be the insignia, business logo or registered trademark as a cabinet type sign.
  - c. Wall signs shall be designed to be consistent with a sign theme for each commercial development project. If a sign theme has not been officially established, then all signs shall be consistent with the majority of the existing signs within an existing development project.
  - d. Signs shall be individually mounted. Raceways are prohibited except on existing buildings with existing raceways.
5. Lighting. A wall sign shall be internally illuminated from within the individual letters, down-lighted by an architecturally significant fixture(s), or may be installed without lighting. All wall sign lighting may only operate between the hours of 6:00 a.m. and 12:00 a.m. (7:00 a.m. until 10:00 p.m. in the P.O. Zone). Sign lighting shall not create light pollution beyond the sign area.

(Ord: #2010-17, 10/05/2010) (Amended 7/15/08)



# BUILDING PERMIT

APPLICATION DATE

- |                                      |                                   |                                     |  |
|--------------------------------------|-----------------------------------|-------------------------------------|--|
| <input type="checkbox"/> RESIDENTIAL | <input type="checkbox"/> ADDITION | <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> BASEMENT FINISH |
| <input type="checkbox"/> COMMERCIAL  | <input type="checkbox"/> GARAGE   | <input type="checkbox"/> T.I.       | <input type="checkbox"/> OTHER (SPECIFY) |
| <input type="checkbox"/> SIGN        | <input type="checkbox"/> REMODEL  |                                     |  |

PERMIT NUMBER

OWNER \_\_\_\_\_ UTAH COUNTY PARCEL SERIAL NUMBER \_\_\_\_\_

HIG

FOR DEPARTMENT USE ONLY

OWNER MAILING ADDRESS, CITY, STATE, ZIP \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

DATE ISSUED	
SIGNATURE	
ZONE	

JOB SITE ADDRESS

LOT NUMBER & SUBDIVISION

CONTRACTOR \_\_\_\_\_ CONTRACTOR LICENSE NUMBER \_\_\_\_\_

MAILING ADDRESS, CITY, STATE, ZIP

PHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

BUILDING		
PERMIT 1%		
STATE TAX PLAN		
CHECK TOTAL		
DEPOSIT		
TOTAL PERMIT FEE		
SEWER		
TSSD		
P.I.		
PARKS		
ROAD		
BOND		
PSD		
CULINARY		
METER		
STORM SEWER		

ARCHITECT \_\_\_\_\_ NO. STORIES \_\_\_\_\_ BEDROOMS \_\_\_\_\_ BATHS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_ OCC. TYPE \_\_\_\_\_ FIREPLACE \_\_\_\_\_ PLUMB FIX. \_\_\_\_\_

ENGINEER \_\_\_\_\_ BLDG SIZE \_\_\_\_\_ LOT SIZE \_\_\_\_\_ NO. OF UNITS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_ GARAGE \_\_\_\_\_ ATTACHED \_\_\_\_\_ PARKING \_\_\_\_\_

### EXISTING USE OF PARCEL

### INTENDED USE OF PARCEL

- |  |  |
|--|--|
| <input type="checkbox"/> VACANT        | <input type="checkbox"/> COMMERCIAL      |
| <input type="checkbox"/> AGRICULTURE   | <input type="checkbox"/> INDUSTRIAL      |
| <input type="checkbox"/> SINGLE FAMILY | <input type="checkbox"/> OTHER (SPECIFY) |
| <input type="checkbox"/> DUPLEX        |  |
| <input type="checkbox"/> MULTI-FAMILY  |  |

- |  |  |
|--|--|
| <input type="checkbox"/> RESIDENTIAL   | <input type="checkbox"/> CONDO           |
| <input type="checkbox"/> AGRICULTURE   | <input type="checkbox"/> COMMERCIAL      |
| <input type="checkbox"/> SINGLE FAMILY | <input type="checkbox"/> INDUSTRIAL      |
| <input type="checkbox"/> DUPLEX        | <input type="checkbox"/> OTHER (SPECIFY) |
| <input type="checkbox"/> MULTI-FAMILY  |  |

I AGREE TO COMPLY WITH ALL CITY, COUNTY, AND STATE BUILDING LAWS AND ORDINANCES, AND THAT THE REPRESENTATIONS IN THIS APPLICATION FOR A BUILDING PERMIT ARE TRUE AND ACCURATE, AND ANY MISREPRESENTATION OR ERRORS HEREIN ARE THE SOLE RESPONSIBILITY OF THE APPLICANT, AND SHALL IN NO WAY INCUR OR ACCRUE LIABILITY OR OBLIGATION TO ENFORCING OFFICERS OR AGENTS.

THIS PERMIT BECOMES NULL AND VOID IF WORK ON CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED OCCUPANCY OF STRUCTURE IS PROHIBITED UNTIL AFTER FINAL INSPECTION AND ZONING AND OCCUPANCY CERTIFICATE IS ISSUED. I HAVE CHECKED THE SEWER DEPTH OF ABOVE LOT AND WILL TAKE ALL RESPONSIBILITY FOR SETTING BUILDING ACCORDINGLY.

OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### COMMENTS AND NOTES:

PURCHASERS OF THESE LOTS ARE TO BE AWARE THEY ARE RESPONSIBLE TO DETERMINE SOIL & SUBSURFACE CONDITIONS AS THEY AFFECT BUILDING ON THEIR INDIVIDUAL LOTS, AND THE SAME ARE SOLELY RESPONSIBLE TO PROVIDE ADEQUATE MEASURES TO REMEDY ANY CONDITIONS WHICH ARE DISCOVERED SUCH AS GROUNDWATER AND UNACCEPTABLE SOILS FOR PROPER STRUCTURAL STABILITY.

PERMIT TOTAL		
PROJECT VALUE		
FLOOR	VALUATION	SQ.FT.
MAIN		
2ND		
3RD		
BASEMENT		
FINISHED BASEMENT		
GARAGE		
DECK/PORCH		
POOL		
OTHER		
MINIMUM PROPERTY SETBACK DISTANCES:		
FRONT SETBACK		
REAR SETBACK		
SIDE STREET SETBACK		
SIDE SETBACK		
SIDE SETBACK		

DATE PREPARED

**HIGHLAND CITY**  
5400 W. Civic Center Dr.  
Highland, UT. 84003  
801-772-4516