



PL No. \_\_\_\_\_

Date \_\_\_\_\_

# Application

## Sign Permit

**A. Name of Business to be Advertised on the Sign:** \_\_\_\_\_

Address of Sign Location: \_\_\_\_\_

Zoning of Property for Sign Location: \_\_\_\_\_ Number of Tenant Spaces in the Building: \_\_\_\_\_

**B. Contact Person** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # \_\_\_\_\_ Mobile # \_\_\_\_\_

E-mail Address \_\_\_\_\_ Fax # \_\_\_\_\_

**C. Company or Person Installing the Sign:** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_ State License # \_\_\_\_\_

**D. Type of Sign(s) Requested:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### E. Submittal Requirements

Please submit **two** copies for each item required. Application is incomplete and will not be processed without the following in duplicate:

**1. All Signs** (in addition to all sign requirements)

- Application.
- Accurately dimensioned, scaled drawings showing height, color, square foot dimensions, sign composition, type of illumination, and how the sign will appear from the street.
- Details of sign construction including electrical plan if applicable.
- If sign is located overhead, a stamp from a Utah licensed engineer is required.

**2. Monument and Freestanding Signs** (in addition to all sign requirements)

- Site plan showing relationship of the sign to buildings, property lines, setback from streets and public right-of-ways, intersection, easements and driveways.
- Number of acres for the entire site (Freestanding Signs may require additional information).
- Landscaping plan indicating square footage of the landscaped area, plant types and placement in relation to the sign, layout of the landscaped area.

3. **Wall Signs** (in addition to all sign requirements)
- Profile drawing showing how the sign will appear from the street-parking area and on the building. Drawing must show all existing as well as proposed signs on wall faces.
  - Square footage of the façade on which the sign is being placed.

4. **Temporary or Other Signs** (may not be permitted)
- Notification to the Planning Staff must be made upon installation of all temporary signs in order to receive an approval sticker. Sticker must be placed on the sign in a visible location. Any sign without the sticker will be assumed that it has not been approved and will be removed. Removal will be at the expense of the owner.
- Site plan showing relationship of sign(s) to buildings, property lines, intersections, easements and driveways.
  - For off-premise signs a Notarized affidavit from the legal property owner of the property for which the sign is located upon is required.

**F. Sign Permit Application Fee:**

|                                |                  |
|--------------------------------|------------------|
| Temporary Sign                 | \$25 each        |
| Permanent Sign                 | \$100 each       |
| Signs Installed Without Permit | Double Fee Costs |

**G. Applicant Acknowledgment:**

I have read this application, including all attachments and applicable Riverton ordinances, and understand the contents thereof, and certify that the information provided to the City herein is true and correct. I further state that I am familiar with the laws governing the construction and erection of signs within the City of Riverton, Utah, and that the indicated sign will be built and erected in conformity therewith and as shown on the approved sign plans.

I also certify that I am the owner of the property or have permission from the property owner to construct the signs as I have described in this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PERMIT PROCESSING TAKES 2-7 DAYS. SIGN(S) MAY NOT BE INSTALLED UNTIL PERMIT IS ISSUED. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED OR PROCESSED.**

*Please refer to Ordinance, 12-320 Sign Ordinance, for complete sign requirement details.*