



Permit # _____

Date _____

Sign Permit Application

A. Name of Business to be on the Sign: _____

Address of Sign Location: _____

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

B. Company or Person Installing the Sign: _____

Address _____

City _____ State _____ Zip _____

Telephone # _____ Fax # _____ State License # _____

C. Contact Person _____

Address _____

City _____ State _____ Zip _____

Telephone # _____ Mobile # _____

E-mail Address _____ Fax # _____

D. Type of Sign(s) Requested:

Annual Permit:

E. Submittal Requirements

Please submit a paper or pdf copy of each item required. Application is incomplete and will not be processed without each required item:

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 Promotional Signs

Sign Permits for temporary signs will be returned to the applicant with a sticker. The applicant must place the sticker on the sign in a visible location. Temporary signs without a sticker may be removed by City Code Enforcement at the owner's expense.

- 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.

5. Annual Permit:

Application must indicate the type or types of signs with dimensions that will be displayed and the location. Signs displayed under an annual permit may only be located on property owned by the permit holder.

F. Sign Permit Application Fee:

Temporary Sign	\$25 each
Permanent Sign	\$100 each
Annual Permit	\$250.00
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 APPROXIMATELY 7 DAYS. SIGN(S) MAY NOT BE INSTALLED UNTIL PERMIT IS ISSUED. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED OR PROCESSED.

Please refer to Ordinance, 18.150 Sign Ordinance, for complete sign requirement details.