



NORTH SALT LAKE COMMUNITY AND ECONOMIC DEVELOPMENT

10 East Center Street
North Salt Lake, Utah 84054
(801) 335-8700
(801) 335-8719 Fax

SIGN PERMIT

<i>For Office Use Only</i>	
Application #: _____	Fee: _____
Date Received: _____	Paid: _____
Pre-Application Review Date: _____	Parcel ID: _____
Project Planner: _____	Zone: _____ Sign Overlay: _____
Approved: _____ Denied: _____	CUP Required (Y/N): _____
Building Official: _____	Height Max: _____ Height: _____
Approved: _____ Denied: _____	Size Max: _____ Size: _____

All Sign Permit Applications are subject to a Pre-Application Review with the City Planner

Project Information

Name: _____
Address: _____ Freeway Oriented (Yes/No): _____
Location Type: _____ Sign Type: _____ Lighting: _____

Applicant Information

Name: _____
Mailing Address: _____

Phone #: () _____ Fax #: () _____
Email Address: _____

Applicant Representative Information

Name: _____
Phone #: () _____ Fax #: () _____
E-mail Address: _____

*If you have any questions about this application,
please contact the Community Development Department at (801) 335-8700.*

APPLICATION REQUIREMENTS

(Digital copies are always accepted and appreciated)

- Complete and signed application form.
- A non-refundable sign application fee

Free standing sign: \$100.00	plus 1% state surcharge	TOTAL: \$101.00
Marquee sign: \$75.00	plus 1% state surcharge	TOTAL: \$ 75.75
Façade Changes: \$30.00	plus 1% state surcharge	TOTAL: \$ 30.30

- Graphics of proposed sign(s), calling out dimensions.
- Photographs which show the scale of the sign in context with the building.
- Two (2) sets of Site Plans showing property lines, all permanent structures on the property, with locations of proposed sign(s) and existing signs.
- Two (2) sets of constructions drawings, one of which must be “wet stamped”, including:
 - o Materials
 - o Size
 - o Weight
 - o Method of Attachment, including hardware
- Two (2) sets of electrical plans, if applicable, including:
 - o Wattage
 - o Fixture
 - o Location

PROJECT DESCRIPTION

1. Type of sign application: _____
2. Location of proposed sign (address): _____
3. Sign overlay zone: _____
4. Height and width of the façade to which the sign will be attached: _____

5. Estimated value of the sign: _____
6. Current North Salt Lake City business license number: _____

Contractor’s name: _____
 Contractor’s license number: _____

Electrical Contractor’s name: _____
 Electrical Contractor’s license number: _____

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am a party whom the City should contact regarding any matter pertaining to this application.

I have read and understood the instructions supplied by North Salt Lake City for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until a Project Planner has reviewed the application and has notified me that it has been deemed complete.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I understand that a staff report will be made available for my review three days prior to any public hearings or public meetings. This report will be on file and available at the Community Development Department.

I further understand that additional fees may be charged for the City's review of the proposal. Any additional analysis required would be processed through the City's consultants with an estimate of time/expense provided prior to an authorization with the study.

Signature of Applicant: _____

Name of Applicant: _____

Mailing Address: _____

Phone: _____ Fax _____

E-mail: _____

Type of Application: _____

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action. I further affirm that I am aware of the City policy that no application will be accepted nor work performed for properties that are tax delinquent.

Name of Owner: _____

Mailing Address: _____

Street Address/Legal Description of Subject Property: _____

Signature: _____ Date: _____

1. If you are not the fee owner attach a copy of your authorization to pursue this action provided by the fee owner.
2. If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.
3. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.
4. If a Home Owner's Association is the applicant then the representative/president must attach a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to the submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CCRs.

Please note that this affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title opinion, certificate of title, or title insurance policy showing your interest in the property prior to Final Action.