



60 West Main Street  
 Hyrum, Utah 84319  
 435-245-6033  
 www.hyrumcity.com

## APPLICATION FOR SIGN PERMIT

(Chapter 17.72 Hyrum City Land Use Code)

For Office Use Only

File #: \_\_\_\_\_ Application Date: \_\_\_\_\_ Project Name: \_\_\_\_\_

*Please Note: This application for zoning approval is to be completed in conjunction with a Building Permit Application if a Building Permit is required. The fees listed on this application do not include any necessary Building Permit or conditional use fees.*

Business Name: \_\_\_\_\_ Parcel # \_\_\_\_\_

Name of Applicant or Authorized Agent(s): \_\_\_\_\_

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

Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

Property Owner's Signature of Authorization to file: \_\_\_\_\_

(If more than one owner, attach the signature of each owner to this application)

Company or Person Installing Sign \_\_\_\_\_ State License # \_\_\_\_\_

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

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Type of Sign and Fee: \_\_\_\_\_ Valuation of Sign \$ \_\_\_\_\_

(Please place a Y next to each type of sign you are applying for)

<u>Signs Approved by the Zoning Administrator:</u>	<u>Fee Per Sign:</u>	<u># of Signs:</u>	<u>Subtotal:</u>
_____ Temporary Sign.....	\$0	_____	_____
_____ A Frame Sign.....	\$0	_____	_____
_____ Identification Sign.....	\$0	_____	_____
_____ Name Plate Sign.....	\$0	_____	_____
_____ Service Sign.....	\$0	_____	_____
_____ Street Banner Sign.....	\$0	_____	_____
_____ Flat sign.....	\$25	_____	_____
_____ Subdivision Sign.....	\$25	_____	_____
_____ Wall Sign.....	\$25	_____	_____

Signs approved by the Planning Commission:  
 (May Require Conditional Use Permit approval at a public hearing)

_____ Awning Sign.....	\$50	_____	_____
_____ Billboard Sign/On Premises.....	\$100	_____	_____
_____ Directional Sign/Off Premises.....	\$100	_____	_____
_____ Electronic Message Sign.....	\$100	_____	_____
_____ Ground Sign.....	\$100	_____	_____
_____ Low Profile Sign.....	\$100	_____	_____
_____ Projecting Sign.....	\$100	_____	_____
_____ Roof Sign.....	\$100	_____	_____

Permit not required for:  
 Garage Sale Sign, On Premises Personal Property Sign, Open House Event Sign, & Public Necessity Sign

Total Fee: \_\_\_\_\_

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**APPLICATION SUBMITTAL REQUIREMENTS**

- (1) \_\_\_\_\_ Two (2) complete 11"x17" sets of drawings, including:
  - (a) \_\_\_\_\_ Plot plan showing relationship of sign to buildings, property lines, setback from public rights-of-way, intersections, easements and driveways.
  - (b) \_\_\_\_\_ Accurately dimensioned, scaled drawings showing height, text, color, square foot dimensions, sign composition, type and intensity of illumination and how the sign will appear from the street.
  - (c) \_\_\_\_\_ Details of sign construction, including design of support structures and electrical plan.
- (2) \_\_\_\_\_ For Temporary Special Event Signs & A Frame signs, submit plan including the number, location, dimensions, and proposed sign copy of all proposed signs. Indicate dates signs will be displayed.
- (3) \_\_\_\_\_ If the sign requires approval by the Planning Commission, the applicant must have met all application requirements, including fees, and received approval from the Planning Commission following a public hearing if required.
- (4) \_\_\_\_\_ Each Property owner gives written permission.

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**GENERAL INFORMATION**

All signs must conform to Chapter 17, Signs, of the Hyrum City Development Code, the purpose of which is to eliminate excessive and confusing sign displays that create potential hazards to motorists, pedestrians, and property, and to maintain a responsible communication system by setting requirements for the location, size, height, and lighting of signs that will be compatible with adjoining land uses, architecture, and landscape, and that will preserve and improve the aesthetic values and visual qualities of Hyrum City.

If signs are not removed as required, a fee of the cost to remove each sign may be charged. (\$10 per sign minimum)

The following signs are prohibited: Animated Signs, Balloon Signs, Bus Bench Signs, Sound Emitting Signs, Paper Signs, Cloth Signs, Plastic Signs, Snipe Signs, Statue Signs, Traffic Sign Replicas, Vehicle Signs, & Off Premises Signs, unless expressly permitted in 17.72.

The Uniform Sign Code, published by the International Conference of Building Officials, has been adopted by Hyrum City as the standard for construction for all signs located within the City. Except as otherwise provided, no sign shall be allowed in any residential zone. All signs shall be constructed, mounted, or attached in a safe and secure manner.

***For signs requiring approval by the Planning Commission, attendance at Planning Commission meeting is required by the applicant or a representative. It is the applicant's responsibility to call for meeting date and time.***

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**APPLICANT CERTIFICATION**

I certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Hyrum City may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Hyrum City Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicant Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only

Zoning Administrator or designee Approval: \_\_\_\_\_ Date: \_\_\_\_\_