



Community Development Department
P.O. Box 128
60 North Main Street
Coalville, Utah 84017
Phone: 435-615-3124
www.summitcounty.org

- SIGN PERMIT**
- TEMPORARY SIGN PERMIT**
 - Snyderville Basin
 - Eastern Summit County

OFFICE USE ONLY

Project #: _____ Zoning: _____
Date Received: _____ Receipt #: _____
Received By: _____ Plan Check #: _____

PROJECT INFORMATION

Address: _____ Tax ID#: _____
Name of Development: _____
Type of Sign:
 Free-Standing Sign Wall Sign Projecting Sign Suspended Sign Temporary Sign
Number of Signs Proposed: _____

APPLICANT INFORMATION

Name: _____ Phone: _____
Address: _____
E-mail: _____
Applicant's Interest in Subject Property:
 Owner Contractor Architect Engineer Other: _____

PROPERTY OWNER INFORMATION

Name: _____ Phone: _____
Address: _____
E-mail: _____

SUBMITTAL REQUIREMENTS – Certain submittal requirements may be waived by Staff depending on the circumstance of each application and whether or not certain items are necessary to understand the nature of the project.

- Monument/Freestanding Sign:
 - 1 copy of a detailed site plan (11" x 17" minimum paper size, drawn to scale) which should include:
 - Scale and North Arrow
 - Location and dimensions of all property lines.
 - Identification of existing streets and other public or private rights-of-way.
 - Existing and/or proposed structures.
 - Proposed sign location and setbacks from property lines.
 - 1 copy of a detailed elevation of the proposed sign (11" x 17" minimum paper size, drawn to scale), identifying the size, height, colors, materials, and lighting.
- Wall Mounted/Awning/Projecting Sign:
 - 1 copy of a detailed plan (11" x 17" minimum paper size, drawn to scale) which should include:
 - Scale
 - Elevation of the proposed area of the building where the sign will be located.
 - Length of the building frontage.
 - Elevations of the proposed sign identifying the size, height, colors, materials, and lighting.
- 1 electronic copy of the required materials in PDF format.
- ADDITIONAL INFORMATION MAY BE REQUIRED by the project planner to ensure adequate information is provided for staff analysis. All information required for staff analysis will be available for public review.**

Applicant Initials _____

FEES

Application Fee: \$100 per sign

All application fees must be paid at time of application submittal. No application will be processed until all application fees are paid. Notification and publication fees for required public hearing notices (individual notices mailed to property owners - \$2 per notice; 14 day publication of legal notice in local newspaper – cost of notice) will be billed to applicant. Notification fees must be paid within 15 days of billing.

Please note regarding fees: The payment of fees and/or the acceptance of such fees by County Staff does not constitute any sort of approvals, vesting, or signify that the application is complete or appropriate in any manner. The collection of fees is simply a requirement to begin the review process that will ultimately make such determinations.

OWNER'S ACKNOWLEDGEMENT

I hereby declare under penalty of perjury that this application form and all information submitted as part of this application form is true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that Summit County may rescind any approval or sufficiency determination, or take other appropriate action.

Owner's Signature: _____ Date: _____

Print Name: _____