



APPLICATION FOR SIGN PERMIT

(Chapter 23 Lehi City Development Code)

Fee: Temporary Special Event Sign- \$25

Temporary Off-Premise Project Sign- \$100

Temporary On-Premise Project Sign- \$100

All other signs approved by the Development Review Committee- \$0

Signs approved by the City Council- \$300

Please Note: This application for zoning approval is to be completed prior to filing a Building Permit Application if a Building Permit is required. The fees listed on this application do not include any necessary Building Permit fees.

Business Name: _____

(Provide the name of the business, development, subdivision, special event or other identification of the sign user)

Address (Sign Location): _____ Bldg/Suite #: _____

Subdivision/ Development Name: _____

Applicant: _____ **Contact Person:** _____

(Applicant shall be the primary contact person and responsible for all submittal information)

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

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: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone#: _____ Email: _____

Type of Sign or Device: (Check applicable box and attach submittal requirements listed on Page 2)

Signs Approved Administratively By The DRC:

- ☐ Awning and canopy sign
- ☐ Marquee
- ☐ Wayfinding Sign (on premise)
- ☐ Civic Institutional Sign
- ☐ Monument Sign
- ☐ Project Placemaking Sign
- ☐ Projecting or Suspended Sign
- Temporary signs:
 - ☐ Special Event Sign
 - ☐ On Premise Project Sign
 - ☐ Off-Premise Project Sign
- ☐ Wall Sign
- ☐ Electronic Message Display (EMD) less than 50 sq. ft.
- ☐ Pylon Sign
- ☐ Vintage or Antique Style Roof Sign

Signs Approved by the City Council:

(Following a Planning Commission recommendation)

- ☐ Electronic Message Display (EMD) larger than 50 sq. ft.
- ☐ Pylon Sign requesting size increase exceptions
- ☐ Electronic conversion of an existing off-premise sign or billboard

Proposed Work: (Check one)

- ☐ New Installation ☐ Alteration ☐ Temporary Sign Installation ☐ Relocation - on site ☐ Sign Face Change

Will any existing signs be removed? ☐ No ☐ Yes, provide detailed description of sign(s) to be removed.

Dimensions of Proposed Sign(s):

Height: _____ (ft) _____ (in) Width: _____ (ft) _____ (in) Total Sq. Ft. _____

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Height: _____ (ft) _____ (in) Width: _____ (ft) _____ (in) Total Sq. Ft. _____

Dimensions of the Wall(s) the Sign(s) Will be Attached to (for Wall Signs only):

Primary Wall - Height: _____ (ft) _____ (in) Width: _____ (ft) _____ (in) Total Sq. Ft. _____

2nd Wall - Height: _____ (ft) _____ (in) Width: _____ (ft) _____ (in) Total Sq. Ft. _____

3rd Wall - Height: _____ (ft) _____ (in) Width: _____ (ft) _____ (in) Total Sq. Ft. _____

4th Wall - Height: _____ (ft) _____ (in) Width: _____ (ft) _____ (in) Total Sq. Ft. _____

What Percent of the Total Wall Area(s) Does the Wall Sign(s) Cover? (for Wall Signs only; this is the sign area divided by the wall area):

Primary Wall Sign _____ %, 2nd wall Sign: _____ %, 3rd Wall Sign _____ %, 4th Wall Sign _____ %

Clearance (if applicable): Distance from bottom of sign to finished grade directly below the sign _____ (ft) _____ (in)

APPLICATION SUBMITTAL REQUIREMENTS

REQUIREMENTS FOR ALL SIGNS:

- (1) _____ Completed Application and Fee paid. *A separate application may be required for each separate sign.*
- (2) _____ **The applicant shall create an account and submit all required information electronically through the following <https://lehiut01.portal.iworq.net/portalhome/lehiut01>, including:**
 - (a) _____ A copy of a plot plan showing the relationship of the sign to:
 - Buildings and Parking areas
 - Property lines (for monument signs, show a dimension from the back of the sidewalk(s) to the sign)
 - Rights-of-way, Intersections, Driveways, and 35-foot clear vision zone
 - **Utility lines and easements (BE SURE TO SHOW THE LOCATION OF ALL PUBLIC UTILITY EASEMENTS AND AVOID PLACING THE SIGN IN THE EASEMENT AREA(S))**
 - (b) _____ A copy of accurately dimensioned, scaled drawings of the sign showing:
 - Height, width and square feet dimensions
 - Color
 - Type and intensity of illumination
 - Text composition and font type(s)
 - (c) _____ Renderings or photographs showing how the sign will appear from the street.
 - (d) _____ Copies of details of sign construction, including design of support structures and electrical plan.
 - (e) _____ For signs located adjacent to a State Right-of-Way, provide written verification that the applicant has coordinated with UDOT on any additional State regulations for signs.

SUPPLEMENTAL REQUIREMENTS FOR CERTAIN SIGNS:

Temporary Signs:

- (1) _____ Submit a signage plan including the number, location, dimensions, and sign copy of all proposed signs.
- (2) _____ Provide dates the sign(s) will be displayed - not to exceed 30 days at any one time or 90 days per calendar year.
- (3) _____ For portable or A-frame type signs, provide a site plan showing where the sign will be located.
- (4) _____ For banners, provide a building elevation drawing or image showing where the banner will be attached and how it will be attached.

Electronic Message Display Signs:

- (1) _____ Provide written certification from the EMD manufacturer that the sign is capable of not exceeding the light intensity maximum levels specified in Chapter 23 of the Development Code and verification that the sign uses photocell dimming for automatic dimming of the intensity of the sign illumination under varying light conditions.
- (2) _____ Provide a photometric matrix (showing the dispersal in foot-candles) showing that the sign meets all the light intensity requirements of this Code.

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 Lehi 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 Lehi 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 _____