



# Application for Sign Permit

20 North Main Alpine, UT 84004 • 801-756-6347 (Phone) • 801-756-1189 (Fax) • [www.alpinecity.org](http://www.alpinecity.org)

## APPLICANT INFORMATION

Name: \_\_\_\_\_

Address of proposed sign: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## SUBMITTAL REQUIREMENTS:

	YES
Completed and signed application form.	
\$25.00 application fee (not applicable to temporary non-profit signs)	
All inspection fees, if applicable (generally \$50.00 per inspection)	
A color drawing, picture, or rendering with dimensions of the proposed sign.	
A site plan of the location showing the placement of the sign in relation to the building and any driveways, including setback measurements.	
All signs involving footings/foundations and/or electrical wiring or connections, or as required by the Chief Building Official, shall be accompanied by a drawing stamped by an appropriate engineer licensed by the State of Utah attesting to the adequacy of the proposed construction of the sign and its supports.	
All other applicable information requested on the sign permit application	

## TYPE OF SIGN (One sign per application):

### -- Permanent Signs

**Monument / Free-Standing**

**Attached to Building**

a) Total surface area of sign: \_\_\_\_\_

\* The area of a sign is the area of the overall background. Signs without a background, such as letters/numbers hung together, are assumed to be attached to a background, which shall be shown on the rendering.

b) Total surface area of side of building: \_\_\_\_\_

c) Percent of surface area: \_\_\_\_\_

d) Other signs on side of building:     Yes     No

e) Total surface area of other signs: \_\_\_\_\_

\* Total area of all signs on any one building shall not exceed 15% of the area of the side of the building that a sign is displayed.

**Cloth Awning**

a) Total surface area of sign: \_\_\_\_\_

\* The area of a sign is the area of the overall background. Signs without a background (letters/numbers hung together) is assumed to be attached to a background, which shall be shown on the rendering.

b) Total surface area of side of building: \_\_\_\_\_

c) Percent of surface area: \_\_\_\_\_

d) Other signs on side of building:     Yes     No

e) Total surface area of other signs:

\* Total area of all signs on any one building shall not exceed 15% of the area of the side of the building that a sign is displayed.

**Electronic Message Display**

**Home Occupation**     Attached to home     Attached to mailbox

## -- Real Estate and Construction Development Signs

**Temporary Development**

a) Number of signs requested (maximum of 2 allowed): \_\_\_\_\_

b) Is distance between signs at least 10 feet apart:     Yes     No

c) Size in Square Feet (maximum size 32 square feet): \_\_\_\_\_

d) Is the height less than six feet:     Yes     No

**Residential Use (Sale, Rent, or Lease of Property)**

a) STOP – A permit is NOT required for residential lots.

**Off-Premise (Directional, Billboards, etc.)**

a) STOP – These types of signs are not allowed in the City.

**Commercial Use (Sale, Rent, or Lease of Property)**

a) Number of signs requested (maximum of 2 allowed): \_\_\_\_\_

b) Is distance between signs at least 10 feet apart:     Yes     No

c) Size in Square Feet: \_\_\_\_\_

d) Is the height less than six feet:     Yes     No

## -- Temporary Signs

**Business**

**Grand Opening** (45 days allowed within first year of operations)

Dates: From \_\_\_\_\_ to \_\_\_\_\_

Number of signs requested:     1     2

Type of sign(s) (e.g. banner, a-frame): \_\_\_\_\_

**Special Promotion** (3 two-week periods allowed per calendar year, may run consecutively)

Dates: From \_\_\_\_\_ to \_\_\_\_\_

Number of signs requested:     1     2

Type of sign(s) (e.g. banner, a-frame): \_\_\_\_\_

**Community / Civic Event**

**For-Profit Business Community Event**

**Activity Sponsor**

Percentage of sponsor on scoreboard: \_\_\_\_\_

Percentage of other sponsors on scoreboard: \_\_\_\_\_

\* Sponsor logos shall constitute a maximum of 25% of a scoreboard.

**Alpine Days**

I hereby agree to follow all rules and regulations according to the Alpine City Sign Ordinance and hereby acknowledge that I have received a copy of the Sign Ordinance.

Applicant Signature: \_\_\_\_\_

**FOR CITY USE ONLY**

Date: \_\_\_\_\_ Amount Paid / Payment Type: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
City Administrator

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
City Planner

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
City Building Inspector (if applicable)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Planning Commission Chair (for Commercial-Building Signs)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor (for Commercial-Building Signs)