

PARK CITY MUNICIPAL CORPORATION  
PLANNING DEPARTMENT  
445 MARSAC AVE | PO BOX 1480  
PARK CITY, UT 84060  
(435) 615-5060



## SIGN PERMIT

### *For Office Use Only*

PLANNING DEPARTMENT

BUILDING STAFF

APPLICATION #

APPROVED

APPROVED

DATE RECEIVED

DENIED

DENIED

EXPIRATION

PROJECT PLANNER

### PROJECT INFORMATION

NAME:

ADDRESS:

TAX ID:

OR

SUBDIVISION:

OR

SURVEY:

LOT #:

BLOCK #:

### APPLICANT INFORMATION

NAME:

MAILING

ADDRESS:

PHONE #:

( ) -

FAX #:

( ) -

EMAIL:

### APPLICANT REPRESENTATIVE INFORMATION

NAME:

PHONE #:

( ) -

EMAIL:

If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at [www.parkcity.gov](http://www.parkcity.gov).

**SIGN PERMIT APPLICATION CHECK LIST AND GUIDELINES – All of the following items must be included in order for the Planning Department to take the application.**

1. Completed and signed application form.
2. Review Fees:
  - Individual Sign - \$280.78 (*\$278.00 plus 1% state surcharge*)
  - Sign under Master Sign Plan - \$298.96 (*\$296.00 plus 1% state surcharge*)
  - Temporary Sign - \$169.68 (*\$168.00 plus 1% state surcharge*)
3. 8 ½" x 11" color photographs or elevations showing the location and scale of the sign in contact with the building including any and all window signs.
4. Identify all lettering heights
5. Dimensions of all sign faces
6. Description of materials used
7. Weight of sign
8. Height of sign above ground level
9. Manner of construction
10. Method of attachment, to include detailed description of hardware necessary for property installation
11. For illuminated signs, indicate the location and fixture type of exterior lighting to include wattage, bulb type, etc.
12. For free-standing signs, provide a site plan showing proposed sign location as it relates to property lines, adjacent streets, and adjacent buildings.
13. Signature and approval of Property owner.
14. Compliance with Master Sign Plan for Building if applicable.

**GENERAL SIGN STANDARDS**

- Sign area per building façade may not exceed 36 square feet
- Individual letter height may not exceed 12 inches
- Signs may not project more than 26 inches from the face of a building or pole including attachments
- Awning, projecting and hanging signs must maintain at least 8 feet of clearance from ground level
- Fluorescent colors, and reflective (SRI < 35 allowed) surface are prohibited. Color samples may be required.

This listed is not exclusive. Please refer to Park City Municipal Code – Title 12 for the complete Sign Code. Planning Director may grant additional sign area based on location, compatibility, multiple tenant buildings, and street frontage. The Planning Department reserves the right to obtain all necessary information from the applicant to determine approval or denial of permit.

## PROJECT DESCRIPTION

1. Type of Sign Application: \_\_\_\_\_
  2. Location of proposed sign (address): \_\_\_\_\_
  3. Existing Zoning: \_\_\_\_\_
  4. Name of prior business or tenant in this location: \_\_\_\_\_
  5. What is the height and width of the façade to which the sign will be attached? If more than one façade is used for signage, please state areas of all sides:  
\_\_\_\_\_
  6. If this will be a permanent sign will it be associated with a building housing more than one use?  
☐ Yes ☐ No (skip #7)
  7. Has an overall Master Sign Plan been approved for the property?  
☐ Yes ☐ No
  8. What is the estimated value of the sign? \_\_\_\_\_
  9. What is your current Park City Business License number? \_\_\_\_\_  
Contractor's license for installation? \_\_\_\_\_
  10. Other applications under review? \_\_\_\_\_
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## 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 Park 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 Planning Department in the Marsac Building.

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: \_\_\_\_\_

PRINTED

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Application: \_\_\_\_\_

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## 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: \_\_\_\_\_

PRINTED

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Street Address/ Legal Description of Subject Property:

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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 than the representative/president must attaché 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.

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