



Regulations for  
TEMPORARY SIGNS  
Planning Department - 2016

Park City has a Sign Ordinance that requires temporary signs to be approved by the Planning Department. If you plan to lease a location during the Sundance Film Festival® and replace the existing signs with temporary signs, you will need to comply with the regulations for Tenant Change Signs and apply for a Temporary Sign Permit through the Planning Department. The following regulations apply:

1. **Size:** Tenant change signs may occupy the same amount of area previously approved on the building façade provided said area is consistent with the Code and the master sign plan for the property.
2. **Height:** Signs shall be located below the finished floor of the second level of a building or twenty feet (20') above final grade, whichever is lower.
3. **Number of Signs:** The same number of signs as previously approved on a building façade or through a master sign plan is allowed. Additional window signs area may be used, but may not exceed the total sign area allowed per building façade.
4. **Setback and Orientation:** Temporary business name or tenant change signs are permitted in any district, provided that they comply with all size and setback requirements for the permanent signs of similar nature.
5. **Design:** Temporary business identification sign materials shall be consistent with the requirements of Chapter 4-7 of the Sign Code. Sign mounting shall comply with the Uniform Sign Code's standards for installation.
6. **Illumination:** Illumination of temporary business signs is prohibited.

**Submittal Requirements:** Applicants must submit a completed Sign Permit Application to the Planning Department *in person* or through an authorized representative. Applications shall include:

1. **Review Fees:** Temporary Signs require a \$60 application fee.
2. **Site Plan:** A site plan, to scale, detailing location of sign on the building is required. Photos of the proposed location with details of size should be included.
3. **Details of each Sign:** A visual detail of EACH proposed sign is required. Colors must be accurate representation of the finished product. Show exact measurements of each sign and all measurements of lettering on the sign. The Park City Sign Ordinance allows a **maximum letter height or symbol height of one foot (1')**. Provide a description of the materials to be utilized for the sign.
4. **Details of attachment:** The details of how the temporary sign will be attached are required. This should include details of the weight of the proposed sign and the hardware that will attach the sign to the temporary location.

**Submittal Deadline:** The temporary sign permit process can take up to a total of ten (10) days. In order to ensure that the application is approved prior to the start of the festival, **please submit materials by Thursday, January 7, 2016.** If submitted after this date, City staff may not be able to approve/finalize your permit.

**Planning Department Contacts:**

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