

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 STAFF	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.org](http://www.parkcity.org).

**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. 8 ½ “x 11” color photographs or elevations showing the location and scale of the sign in context with the building
- 3. Identify all lettering heights
- 4. Dimensions of all sign faces
- 5. Description of materials used
- 6. Weight of sign
- 7. Height of sign above ground level
- 8. Manner of construction
- 9. Method of attachment, to include detailed description of hardware necessary for proper installation
- 10. For illuminated signs, indicate the location and fixture type of exterior lighting to include wattage, bulb type, etc...
- 11. For free-standing signs, provide a site plan showing proposed sign location as it relates to property lines, adjacent streets, and adjacent buildings.
- 12. Signature and approval of Property Owner.
- 13. Compliance with Master Sign Plan for building if applicable.
- 14. Payment of the appropriate fees to Park City Municipal Corporation per adopted fee schedule.

**GENERAL SIGN STANDARDS**

- Sign area per building façade may not exceed thirty six square feet (36 sq/ft).
- Individual letter height may not exceed twelve inches (12”).
- Signs may not project more than thirty six inches (36”) from the face of a building or pole.
- Awnings, projecting and hanging signs must maintain at least eight feet (8’) of clearance from ground level.
- Fluorescent colors, and reflective surfaces are prohibited. Color samples may be required.

This list 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.

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**PROJECT DESCRIPTION**

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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: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
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: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Street Address/ Legal Description of Subject Property: \_\_\_\_\_

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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