



## Banner Permit Checklist

Our Community Development Department has created this checklist to make the application process for a Banner Permit as seamless as possible for you. Kyndal Sagers, our Zoning Administrator, is your main point of contact at [ksagers@springdale.utah.gov](mailto:ksagers@springdale.utah.gov) or (435) 522-4130. The checklist below is everything you will need to include in your application to ensure that it is a complete application.

### Application Process

Application for a banner permit is made online through the Town's permit application portal. You can access the banner permit application through this [link](#). You will need the following information to make an application. Please gather this information before making an application.

#### Point of Contact Information

This is the applicant's information, including first and last name, telephone number, and contact email. The contact email listed will be the email we will use to communicate with.

#### Site Information

Site Address

#### Project Information

#### Letter of Authorization

If the applicant is not the property owner, a letter of authorization from the property owner authorizing the applicant to use 1 of 4 permitted banner uses for the property.

#### Banner Details

Which permit type is being applied for (banner or street light banner)

What will the banner be used for (commercial or community event)

If a community event, which one

Date banners will be put up and taken down (can be 17 calendar days)

Location of Banner

Dimensions of Banner in feet (banner may not exceed 20 square feet)

Banner Material (can only be strong cloth or vinyl)

Number of Banners (if street banners)

Purpose of Banner

Message on Banner

**Attachments**

Design of Banner which includes the size, color, and material