



## **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