



## **Open Air Display Permit Checklist**

We encourage you to contact Niall Connolly, our Principal Planner, at [nconnolly@springdale.utah.gov](mailto:nconnolly@springdale.utah.gov) or (435) 522-4130 before making an application.

Our Community Development Department has created this checklist to make the application process for an Open Air Display 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. Additionally, other departments may review the application to ensure compliance with the Town Code. 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 an open air display permit is made online through the Town's permit application portal. You can access the open air display 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

Parcel #

Zone (if unsure, review the [GIS Map](#) or call the office)

### **Additional Information**

#### **Site Plan**

Attach plans identifying the entire outdoor business area and all existing and proposed structures on the same parcel or lot. Include the separate display locations to be used, location and dimensions of items to be displayed, and any furniture, or other devices used in the outdoor display area

#### **Brief description of the items to be displayed**

**If the display area contains bicycles or other vehicles, describe the barrier and other measures you propose to separate the display area from public sidewalks and rights-of-way.**

**Attach drawings or photographs of the merchandise to be displayed**

**Letter of Authorization**

Attach a statement that the Applicant is the owner or the authorized agent of the property on which the open air display will be located