



Sign Permit Checklist

We encourage you to contact Niall Connolly, our Principal Planner, at 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 a Sign Permit as seamless as possible for you. Kyndal Sagers, our Zoning Administrator, is your main point of contact at 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 a sign permit is made online through the Town's permit application portal. You can access the sign 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.

Sign Company Information

Name of sign company, point of contact at sign company, point of contact email, and phone number.

Site Information

Site Address

Parcel #

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

Sign Information

Type of Sign

Freestanding or building-mounted

Sign Dimensions

Height of Sign Structure in Feet

The maximum allowable is 12ft measured from the ground

Height of Sign on the Building

The maximum allowable is 15ft measured from the ground

Sign Illumination Details

If the sign is illuminated, state the total lumens of existing outdoor lighting on the property, the additional lumens from any lighting on the sign, and the total lumens on the property once the sign is in place

Color Temperature

Color temperature of the light source in kelvins

Lighting Details

- Description of the proposed illumination
- Light fixtures, types, locations, and mounting details
- Total initial lumens of all proposed light sources
- Light color temperature of all proposed light sources

Elevation Drawing

Attach an elevation of the building face where the sign will be located, showing the sign's location on the building and height off of the ground

Site Plan of the Sign

Attach a site plan showing the location of the proposed sign, its relationship to other structures on the site, and proposed landscaping for the base of the sign

Sign Renderings

Include front and side renderings of the sign, to scale, showing dimensions, construction supports, foundation, method of attachment, materials, lettering style and text

Color and Material Samples

Describe and provide samples of sign materials for background and lettering, including color samples

Statement of Authorization

Attach a statement that the Applicant is the owner or the authorized agent of the property on which the sign(s) will be located