



## Sign 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 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](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 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