

Levan Town  
Sign Application

1. Name of Applicant: \_\_\_\_\_

2. Contact Information:

a. Phone #: \_\_\_\_\_

b. E-mail Address: \_\_\_\_\_

c. Mailing Address: \_\_\_\_\_

\_\_\_\_\_

3. Physical Address where the sign is to be located: \_\_\_\_\_

\_\_\_\_\_

4. Is this property located on a State Highway? \_\_\_\_\_ Yes \_\_\_\_\_ No

5. If yes, please attach a copy of any required state permits. See [www.rules.utah.gov](http://www.rules.utah.gov)

(Utah Administrative Code. Rule R933-2. Control of Outdoor Advertising Signs)

6. Is the sign \_\_\_\_\_ Permanent or \_\_\_\_\_ Temporary?

7. If the sign is temporary, the period of time for which the permit is desired: \_\_\_\_\_

8. Is the sign attached? \_\_\_\_\_ Yes \_\_\_\_\_ No

9. Is the sign illuminated? \_\_\_\_\_ Yes \_\_\_\_\_ No

10. If the sign is illuminated, please give details of the lighting:

\_\_\_\_\_

\_\_\_\_\_

11. Indicate the type of material used in sign construction: \_\_\_\_\_

\_\_\_\_\_

12. What are the dimensions of the sign? \_\_\_\_\_

13. What is the clearance from the ground to the bottom of the sign: \_\_\_\_\_

14. Show the lot dimensions. Include building location and sign placement: (Add separate sheet if needed.)



15. Description of the sign and details of the content: (A drawing or a blue print of the sign may be used. Attach a page if needed)



16. Is the sign location on property owned by the applicant? \_\_\_\_\_ Yes \_\_\_\_\_ No

17. If No, a signed statement from the property owner must accompany this application. (please attach)

18. I, \_\_\_\_\_, being the applicant, do hereby agree to keep the above-mentioned sign in good repair and also agree to comply with the Levan Town Sign Ordinance.

Date: \_\_\_\_\_, 20 \_\_\_\_\_

19. Approval of the Building Inspector on Materials, construction, and installation method:

Date: \_\_\_\_\_, 20 \_\_\_\_\_

Signature of town Building Inspector: \_\_\_\_\_

Have the Building Inspector check if any further inspections are needed?

\_\_\_\_\_ Yes \_\_\_\_\_ No

20. Approval of the Planning Commission:

Date: \_\_\_\_\_, 20 \_\_\_\_\_

Signature of Planning Commission Chairman: \_\_\_\_\_

# Sign Permit Process

Levan Town

P.O. Box 40 Levan, Utah 84639

Phone (435)623-1959 \* Fax (435)623-2730

Office Hours 8:30am-12:30pm Mon-Thur

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1. Get a permit packet from the Town Office.
2. Familiarize yourself with all of the Project Requirements for Levan Town so you can make sure your plans are in compliance with these regulations. See Project Requirements in this packet.
3. Fill out all required forms. Gather all required information. See the Permit Checklist in this packet.  
It is YOUR responsibility to obtain a signature from our building inspector, Verl Wilkey on your permit application. He will need to look at your sign plans and approve them. This signature must be on your Permit Application in order for it to be submitted to the Planning Commission. See the INSPECTION INFORMATION sheet in this packet.
4. Return everything to the Town Office. All of your required information and your completed forms must be turned into the Town Office AT LEAST ONE WEEK BEFORE the next scheduled Planning Commission Meeting on \_\_\_\_\_. Be sure to note that the Town Office is only open from 8:30 am-12:30 pm. Mon-Thurs. The Deputy Clerk will then add your proposed permit to the agenda for the Planning Commission meeting. By State law, if your permit is not on the agenda for the Planning Commission meeting, it CAN'T be reviewed or approved, and you will need to wait until the following month's meeting...so be sure to get your forms into in to the office on time.
5. The next step is for your permit to go before the Planning Commission for approval. You must have all of your required information in order for your

permit to be reviewed. The Planning Commission will review your permit application at their monthly meeting. If everything is in order, they will approve your permit. The Planning Commission meets once a month on the first Wednesday of the month. Once the Planning Commission reviews and approves your permit application and building plans, the Town Office will issue your approved sign permit.

6. Go to the Town Office and pick up your approved permit. **IN ORDER FOR YOUR CONSTRUCTION TO BEGIN, YOUR PERMIT MUST BE APPROVED AND ALL CONDITIONS MUST BE MET .**
7. When you obtain the Building Inspector's signature on your permit application, be sure to ask if further inspections will be needed as your project progresses. If so, it is your responsibility to have the Building Inspector sign off on items on the BUILDING PERMIT INSPECTION RECORD that will be given to you when you receive your approved building permit. When construction is complete, bring your completed Building Permit Inspection Record, signed by the Building Inspector, into the Town Office.

**\*\*\*\* If the work authorized by your permit has not been completed within 3 months after the date of issuance, then the permit will become null and void. You may apply for an extension of time for your permit before it has expired. The time extension may be granted at the sole discretion of the town upon showing good cause. No refunds will be given for expired permits, however, there are no new fees associated with a permit extension as long as there are no changes to the original permit. (12-827 A)**

# Project Requirements

As of December, 2014

**\*\*\* Signs with \*\*\* by them DO NOT require a permit IF you conform to the restrictions described.**

- **Prohibited Signs:** \*No signs, handbills, posters, advertisements or notices of any kind (political or otherwise) shall be fastened, placed, posted, painted or attached in any way to curbs, lamp posts, telephone poles, electric light or power poles, hydrants, bridges, trees, rocks, sidewalks or streets unless they are owned and erected by permission of an authorized public agency or required by law.
  - \*Animated signs ( a sign that involves motion or rotation of any part or displays flashing or intermittent lights) are not allowed in residential areas.
  - \*Political Signs are not allowed in public rights-of-way or on public property.
  - \*Signs announcing the proposed development of property are not allowed prior to site plan approval or after issuance of a certificate of occupancy.
  - \*Signs are not allowed that are mounted, attached, or painted on trailers, boats, or motor vehicles when they are parked for extended periods of time on or near the premises.
  - \*Roof signs (signs that project above the highest point of the roof line or parapet of a building) are prohibited.
  - \*Signs that emit sound are prohibited.
  - \*Signs in the Clear View Area of Intersecting Streets are prohibited unless they are under 3 feet high. This area is a triangular area formed by connecting 3 points: the point where street property lines intersect and points 40 feet in either direction from the intersecting point.
  - \*Signs on Publicly owned land or inside street rights-of-way are not allowed except signs required and erected by permission of an authorized public agency.
- **Clearance and Setbacks:**
  - **Pedestrian Ways:** Signs over pedestrian ways need to have no less than 8' of clearance between the ground and the bottom of any sign.
  - **Driveways:** Signs over driveways for vehicular traffic need to have a minimum clearance of 14'.
  - **If your sign is over 3 feet in height, and it has less than 8 feet between the ground and the bottom of the sign,** it must comply with all setbacks. In the front yard, the setback is 30' back from the property line. Side yard setbacks

are 8' from the property line, and back yard setbacks are 25' from the property line.

- **Size, Location, Time and Other Limitations:**

- **Banner Signs:** You will need a conditional use permit for banner signs. One banner sign is allowed per primary building wall. They may not be permanently attached to the ground, building or other structure. Maximum size is 32 sq. feet. Max height is 12'. They can only be installed for less than 21 consecutive days or for 63 days per year.
- **Ground Signs:** These signs are placed on the ground or are supported by a frame or multiple supports placed in or on the ground and have less than 4' of clearance between the sign and the ground. Ground signs can't extend or project more than 6' into any required yard space. They are also not allowed to extend across property lines in any district requiring a front yard. Ground signs can't be erected on publicly owned land or street right of ways unless they are authorized by public agencies. Ground signs must be set back at least 18" from any public right of way.
- **Projection Signs** are signs that are attached to a building and extend more than 18" beyond the wall of the building or structure without the aid of any other vertical supports. These signs are not allowed to project more than 6' or across property lines in districts that require a front yard. Projection signs are also not allowed to project nearer than 2' to a curb. Projection signs need to have 10' of clearance between the ground or sidewalk and the bottom of the sign that projects into any yard space unless they are property signs, public necessity signs, service signs or name plates.
- **\*\*\* Pennant and display signs:** may be permitted for a maximum of 30 consecutive days beginning with the first day of business operation. They may not be permanently attached to the ground, building or other structure.
- **Campaign Sign.** Max. area is 16 sq ft. Max height is 4'. They must be removed within 15 days following an election.
- **Construction Sign.** Max. area is 32 sq ft. Max height is 12'. They must be removed after the first of 3 months from the completion or upon occupancy.
- **Flat or Wall Sign.** These signs are erected parallel to or are attached to or painted or pasted on the outside of a wall and don't project more than 18" from the wall. You will need a conditional use permit. The max. area is 10% of the façade facing the street. There is no height restriction. Internally illuminated signs are prohibited. Signs are only allowed on facades with street frontage for commercial uses.

- **\*\*\*Name Plate: NO PERMIT NEEDED IF YOU CONFORM TO THESE RULES** This is a sign indicating the name and/or occupation of a person or persons residing on the premises or indicating a home occupation legally existing on the premises. You are allowed 2 per residence. Max size 1 sq ft.
- **Real Estate:** Max area is 6 sq ft. Max height is 5'.
- **\*\*\*Sale, Lease or Rent Signs:** may not be permanently attached to the ground, building or other structure. May NOT be illuminated. Max size is 6' sq ft. Max height is 5'.
- **\*\*\*Subdivision advertising signs:** Must be located on site or within  $\frac{3}{4}$  of a mile radius of the recorded subdivision. There is a limit of one sign per major entry. The maximum sum of all signs is 160 sq ft. The maximum height is 18' from the ground. These signs may be illuminated by non-flashing lights and only the the face of the sign may be illuminated. These signs may be maintained for 2 years or until all of the lots in the subdivision are sold, whichever occurs first. These signs can't be located within 100' of any residential structure. Any off site subdivision signs need to be approved by the Planning Commission.
- **PERMANENT SUBDIVISION SIGNS** for recorded subdivisions have a maximum height of 6', and the maximum width will be determined by the Planning Commission. The final location of permanent subdivision signs need to be approved by the Planning Commission, and they may require landscaping to be installed in connection with such signs. These signs also need to be individually mounted letters on a free standing wall (monument type).
- **Identification Signs:** These signs indicate the name or nature of buildings or use on the premises. These include home occupations but not commercial or industrial uses. They may not exceed 4 sq ft. in area and give only the name of the land or building and/or the owner or lessee.
- **Directional or Public Necessity Signs:** These signs inform the public of any danger or hazard existing on or adjacent to the premises...or give directions. These signs can't exceed 4 sq ft. in area and can't exceed 4' in height.
- **Home Occupation Signs:** You are permitted one unlighted, wall-mounted sign with your home occupation (business) on it. It can't exceed 8 sq ft.
- **Apartment or Condominium Identification Signs:** These signs can either be free-standing or a wall sign. Free standing signs can't exceed 48 sq ft. in area. They can't exceed 12 feet in width or 6 feet in height. These signs need to be located at least 4 feet from any property line. Wall signs can't exceed 10 sq ft in area, and they can't be more than 10 feet high.
- **Mobile Home or Trailer Park Identification Signs:** One identification sign is permitted for each entrance to the park. They can't exceed 48 sq ft in area, 6

feet in height or 12 feet in width. They must also be located at least 4 feet from any property line.

➤ **Signs for Non-Residential Uses in areas that are zoned Commercial/Residential:**

❖ Temporary signs, Subdivision signs, Directional or Public Necessity signs, Home Occupation signs, Apartment or Condominium Identification signs, and Mobile Home or Trailer park identification signs are permitted for non-residential use in mixed use districts.

❖ **Civic Organizations and Governmental Buildings :** These may be identified on group display structures with the following stipulations....The sign structures need to be on arterial streets in commercial or industrial districts within ¼ mile of the town limits. They can't be over 5 feet in height or more than 48 sq feet in area. They can't be illuminated. Each Civic Organization is limited to a maximum area of 4 sq feet. The exact location and design of the sign structure needs to be approved by the Planning Commission. Churches are NOT included in this type of sign structure.

❖ **Identification Signs for Non-Residential use:** These signs display the name of the building or tenant business. They may be wall mounted or free-standing. Wall-mounted signs have a maximum height of 12 feet . Free-standing signs have a maximum height of 35 feet. A second such free-standing sign is permitted for a lot if the front property line measures more than 60 linear feet. Where two free-standing signs are permitted, they need to be located at least 40 feet apart. These free-standing signs are not allowed to hang over the property line.  
**In addition to the above,** each tenant may be allowed to have a sign identifying their business. This sign is to be located on the wall adjacent to the entry of the business, and it is limited to 3 sq ft. This sign is not allowed to be illuminated.

**In addition to the above,** a Directory Sign is permitted. This sign is limited to 8 sq ft in area and 6 ft in height. It must be located behind the required front yard setback (30 ft from the property line).

- **Ownership:** You will need to have your name on any signs that you own in plain and public view. If your name is not on a sign, it will be presumed to be owned by the person in possession of the property on which the sign is located.
- **Traffic Hazards:** You can't erect a sign or other advertising structure at the intersection of any streets or driveways in such a manner as to obstruct free and clear vision. Signs within the Clear View Triangle for Signs must either be 3' or less in height, or have at least 10' of clearance beneath them and be supported by poles less than 8" in



diameter. The Clear View Area for signs is the triangular area formed by connecting 3 points: The area at an intersection where property lines intersect and the 2 points 40' from that intersecting point along property lines.

Also, if the position, shape or color of your sign interferes with or obstructs the view of any authorized traffic signs, signals or devices...or if your sign uses the words Stop, Drive-in, Danger or any other words, phrases, symbols or characters in such a manner as to interfere with, mislead or confuse traffic or vehicle operators, your sign will be prohibited.

- **Maintenance:** Every sign must be kept in good condition. Also, the ground space within 10' from the base of any sign needs to be kept free of weeds and trash. The Town Council may require any unsafe signs, or signs in poor repair, to be put in good condition. If the repairs are not completed within 10 working days after the notice has been issued to repair the sign, the Town Council may order such a sign to be demolished. If the owner of the sign does not demolish or repair a sign when ordered to do so, Levan Town may demolish the sign and charge the cost to the owner. Such a fee must be paid within 30 calendar days. All signs relating to a product no longer available for purchase or to a business which has moved, must be removed within 30 days of such unavailability, closure or relocation unless the sign has been determined to be of special historic or artistic value as determined by the planning commission. Also, whenever a business changes, the signs on the premises must be updated with the new business information. (This does not apply to signs with interchangeable letters or panels.)
- **Lighting:** You need to make sure any lights on your sign won't shine onto neighboring property and cause an annoyance.
- **Moving Signs:** If you plan to move your sign to a new location on a lot or building, or if you plan to enlarge or replace your sign, you must reapply for a new sign permit and have your plan approved by the Planning Commission.
- **How to Measure Your Sign Area:**
  - If your sign is mounted or painted on a background panel, your sign area will be measured as the area of the entire background panel or surface.
  - If your sign is individual letters and or graphics against a wall or building, your sign area will be measured as the area enclosed by the smallest single rectangle that will enclose your sign design.
  - If your sign is painted on a wall, or made to look like it's painted on the wall, having no border or frame to separate it from the wall, then your sign will be measured as the distance from the top of the sign structure to the ground.

- If your sign is a free-standing sign, it will be measured as the distance from the top of the sign structure to the ground. The sign structure includes any base or support that ornaments the sign.
- If your sign is illuminated, your sign will be measured as the entire illuminated surface or illuminated architectural element that contains your sign design.
- If your sign has more than one component...such as a service station identification/price sign combination on a monument base and mounted on the same surface, your sign will be measured as the smallest rectangle that will encompass the several components of the sign.
- If your sign has one sign face, the area to be measured is the single face of your sign. If your sign has two sign faces, and the interior angle between the two sign faces is 45 degrees or less, the area to be measured is one sign face only. If the angle between two sign faces is greater than 45 degrees, the area to be measured is the sum of the areas of the two sign faces. If there are 3 or more sign faces, the sign area will be measured as the sum of the areas of the three or more faces. Spherical, free-form, sculptural or other such signs will be measured as the sum of the areas of the 4 vertical sides of the smallest polyhedron that will encompass the sign structure.
- Signs that assist the flow of traffic, street addresses or are necessary for safety and do not exceed two square feet in area are exempt from the above measurement rules.

## **Levan Town Building Permit Checklist: SIGNS**

- Completed and signed sign permit application.**
- The Building Inspector's signature on your building permit application.  
(See the Inspection information sheet in this packet)**
- A signed and dated information sheet included in this packet.**
- IF YOUR SIGN IS ALONG A STATE HIGHWAY, attach a copy of any required  
State Permits. See <http://www.rules.utah.gov/publicat/code/r933/r933-002.htm>**
  
- Submit all completed items to the town office AT LEAST ONE WEEK  
BEFORE the next scheduled Planning Commission Meeting .**

## **Inspection Information**

**It is your responsibility to obtain a signature from our Building Inspector Verl Wilkey on the permit application BEFORE the permit application is presented to the Planning Commission for approval. It is also your responsibility to have Verl approve and sign off on your Building Inspection Sheet during the construction process if necessary.**

**Verl may be reached at 435-623-1629 or 435-660-1124. Please leave a message if he does not answer. Also, please let him know if you are seeking his approval so that you can present a permit to the Planning Commission or if you require him to sign off on your building inspection record.**

**When Verl approves your permit application, ask him what (if any) other inspections will be required on your project. Be sure to return your Building Inspection Record to the Town Office if required.**

## Information

### Obtaining a Building Permit in Levan Town

*It shall be unlawful for any person whether acting as owner, occupant or contractor, or otherwise to erect, construct, reconstruct, locate, relocate, enlarge or alter any sign within Levan Town until the plan for such sign has been reviewed and approved by the Planning Commission, and a permit is issued. Certain name plates, property signs, service signs and temporary signs that conform to the ordinances of Levan Town may be erected without such approval or permit. No such permit shall be issued until the proposal and application have been reviewed and approved by the planning commission. (12-821)*

All signs requiring a permit must have a permit **BEFORE any work is commenced.**

In order for the permit application to become a valid building permit, the items on the Building Permit Checklist must be obtained and submitted to the town office, and your project must be approved by the Planning Commission.

Planning and Zoning ordinances are in effect from the date enacted until the date they are omitted. Older projects in Levan Town may have been built before some ordinances were passed. Levan Town will follow the requirements of Juab County, the State of Utah, the International Building Code, and the Ordinances of Levan Town to protect everyone's concerns as Levan continues to develop and grow. It is the responsibility of the building permit applicant to familiarize themselves with the ordinances of Levan Town and to comply as their project proceeds.

**I have read and understand the information in this packet...**

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_