

Fairfield Town

Utah County, Utah

Sign Permit Application

Section 10.21.30

Please Note: This application for zoning approval is to be completed before filing a Building Permit Application if a Building Permit is required.

Business Name: _____

(Provide the name of the business, development, subdivision, special event or other identification of the sign user)

Address (Sign Location): _____

Bldg/Suite #: _____ Zone: _____

Subdivision/ Development Name: _____ Lot: _____

Parcel #: _____

Applicant: _____

(Applicant shall be the primary contact person and responsible for all submittal information)

Contact Person: _____

Address: _____ City: _____ State: _____

Zip: _____ Phone: _____ Cell: _____ Fax: _____

Email: _____

Property Owner's Signature of Authorization to file:

(If more than one owner, attach the signature of each owner to this application)

Company or Person Installing Sign:

State License # : _____

Address: _____ City: _____ State: _____

Zip: _____ Phone: _____ Cell: _____ Fax: _____

Email: _____

Valuation of Sign: \$ _____

Type of sign or Device: (Check the applicable box and attach the submittal requirements listed below)

- ☐ Awning Sign
- ☐ Canopy Sign
- ☐ Wayfinding Sign (on Premise)
- ☐ Civic Institutional Sign
- ☐ Monument Sign
- ☐ Wall Sign
- ☐ Electronic Message Display (EMD)
- ☐ Projecting or Suspended Sign
- ☐ Subdivision Monument Sign

Temporary Sign:

- ☐ Special Event Sign (Including Directional Sign)
- ☐ On-Premises Project Sign
- ☐ Off-Premises Project Sign (Residential under development)
- ☐ Electronic message Display (EMD)
- ☐ Marquee
- ☐ Pylon Sign (on-premise)
- ☐ Other

Type of Illumination (Check One)

- ☐ Non-illuminated or detached light source
- ☐ Internal or attached light source

Proposed Work (Check One)

- ☐ New Installation
- ☐ Alteration
- ☐ Temporary Sign Installation
- ☐ Relocation - On Site
- ☐ Sign Face Change

Will any existing signs be removed? ____ No ____ Yes, Provide detailed of sign(s) to be removed.

Are any existing signs to be re-installed? ____ No ____ Yes, Provide detailed description of sign(s) to be re-installed.

Dimensions of Proposed Sign(s):

Height: ____ (ft) ____ (in) Width: ____ (ft) ____ (in) Total Sq. Ft. ____

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Height: ____ (ft) ____ (in) Width: ____ (ft) ____ (in) Total Sq. Ft. ____

Dimension of the Wall(s) the Sign(s) will be attached to (For Wall Signs only):

Primary Wall- Height: _____ (ft) _____ (in) Width: _____ (ft) _____ (in) Total Sq. Ft. _____

2nd Wall- Height: _____ (ft) _____ (in) Width: _____ (ft) _____ (in) Total Sq. Ft. _____

3rd Wall- Height: _____ (ft) _____ (in) Width: _____ (ft) _____ (in) Total Sq. Ft. _____

4th Wall- Height: _____ (ft) _____ (in) Width: _____ (ft) _____ (in) Total Sq. Ft. _____

What Percent of the Total Wall area(s) Does the wall Sign cover?

(For wall Signs only; this is the sign area divided by the wall area)

Primary Wall Sign _____ % 2nd Wall sign _____ % 3rd Wall Sign _____ % 4th Wall Sign _____ %

Clearance (if applicable):

Distance from the bottom of the sign to the finished grade directly below the sign _____ (ft) _____ (in)

Requirements For All Signs:

- ☐ Completed Application and Fees paid. A separate application may be required for each sign.
- ☐ If the sign requires Approval by the Planning Commission, the application must file an application for a Conditional Use Permit, including fee.
- ☐ The applicant shall create an account and submit all required information electronically through our Town website.
- ☐ A Copy of a plot plan showing the relationship of the sign
 - Buildings- if the proposed sign is to be placed on a wall, please include the dimensions of the wall upon which the sign will be placed
 - Parking areas
 - Property lines (for monument signs, show a dimension from the back of the sidewalk(s) to the sign
 - Right-of-way
 - Intersection
 - **Utility lines and easements (BE SURE TO SHOW THE LOCATION OF ALL PUBLIC UTILITY EASEMENT AND AVOID PLACING THE SIGN IN THE EASEMENT AREA(S))**
 - Driveways
- ☐ A copy of accurately dimensioned, scaled drawings of the sign showing:
 - Height, width, and square feet dimensions
 - Color
 - Type and intensity of illumination
 - Text composition and font type(s)
- ☐ Renderings or photographs showing how the sign will appear from the street.
- ☐ Copies of details of sign construction, including design of support structures and electrical plans
- ☐ For signs located adjacent to a State Right-of-Way, provide written verification that the applicant has coordinated with UDOT on any additional State Regulations for signs.

SUPPLEMENTAL REQUIREMENTS FOR CERTAIN SIGNS:

Temporary Signs:

- Submit a signage plan including the number, location, and dimensions, and sign a copy of all proposed signs.
- Provide dates the sign(s) will be displayed- not to exceed 30 days at any one time or 90 days per calendar year.
- For Portable or A-frame type signs, provide a site plan showing where the sign will be located and how it will be anchored. Signs are not allowed within a public right of way, including sidewalks.
- For banners, provide a building elevation drawing or image showing where the banner will be attached and how it will be attached

Electronic Message Display Sign:

- Provide written certification from the EMD manufacturer that the sign is capable of not exceeding the light intensity maximum levels specified in the Town Code and verification that the sign uses photocell dimming for automatic dimming of the intensity of the sign illumination under varying light conditions.
- Provide a photometric matrix (showing the dispersal in foot-candles) showing that the sign meets all the light intensity requirements of this code.

APPLICANT CERTIFICATION

I certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete, and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that the Town of Fairfield may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Fairfield Town Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual project uses. I also agree to allow the Staff, Planning Commission, Town Council, or appointed agent(s) of the town to enter the subject property to make any necessary inspections thereof.

Applicant Signature _____ Title _____

Date _____

For Office Use Only

Date: ____/____/____

- ☐ Application fees paid
- ☐ Fire Inspection completed: Date _____ By: _____
- ☐ Fire Inspection fee paid
- ☐ Zoning: _____
- ☐ Business License #: _____
- ☐ Ti Permit #: _____
- ☐ Building Permit #: _____
- ☐ Building Department: Approved: _____ Denied: _____ Date: _____

Comments: _____

Additional Comments:

- ☐ **Total Fees:** _____ **Paid:** _____
- ☐ **Check #:** _____
- ☐ **Sign Permit #:** _____

Title

Signature

Date