



SANTA CLARA CITY  
2603 Santa Clara Dr.  
Santa Clara, UT 84765  
(435) 656-4690 Fax: (435) 879-5298

**SIGN PERMIT APPLICATION**

**Fee: \$2 per sq. ft**

Address of Sign Location: \_\_\_\_\_  
Name of Business: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Sign Company: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Sign Co. Address: \_\_\_\_\_ State License #: \_\_\_\_\_

Type of Sign:

- \_\_\_\_\_ Monument (low profile) Sign
- \_\_\_\_\_ Wall Sign
- \_\_\_\_\_ Free-standing Sign
- \_\_\_\_\_ Temporary Sign (max. length - 30 days) Display dates: from \_\_\_\_\_ to \_\_\_\_\_

Total Square Footage of Sign: \_\_\_\_\_ Value of Sign: \_\_\_\_\_

*Two copies of the following are required to process permit application:*

ALL SIGNS:

1. Accurately dimensioned, scaled drawings showing height, color, square footage, dimensions, sign composition, type of illumination, and how the sign will appear from the street.
2. Details of sign construction
3. Electrical schematics

MONUMENT & FREE-STANDING SIGNS (in addition to All Signs requirements):

1. Plot plan showing relationship of sign to buildings, property lines, setback from public rights-of-way, intersections, easements and driveways.
2. Number of acres.
3. Length of lineal frontage of property.

WALL SIGNS (in addition to All Signs requirements):

1. A profile drawing showing how the sign will appear from the street/parking area and on the building. Drawing must show all existing signs on wall faces and proposed sign(s).

TEMPORARY SIGNS (in addition to All Signs requirements):

1. Plot plan showing relationship of sign(s) to buildings, property lines, setback from public rights-of-way, intersections, easements and driveways.

- ◆ **Sign(s) may NOT be installed until permit is issued**
- ◆ **Incomplete applications will not be accepted**
- ◆ **Planning & Zoning approval may be required before application can be processed.**

Print Applicant Name: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Date Approved: \_\_\_\_\_ By: \_\_\_\_\_ Application Fee: \_\_\_\_\_

## **Ordinance - 17.44.050: SIGN TYPES:**

### **Wall Signs:**

Wall signs may be placed upon any side of a building in commercial, planned commercial and Santa Clara Drive commercial areas provided that they meet the size material, content, location, and other standards of this chapter.

1. Wall signs shall be so placed as to utilize existing architectural features of a building without obscuring them. Wall signs shall be oriented toward pedestrians or vehicles within close proximity of the sign.
2. The area of a wall sign regardless of where on the building it is placed shall be no greater than **ten percent (10%)** of the total square footage of the front wall of the building.
3. Signage on a mansard roof will be considered to be a part of a wall sign, and calculated as part of the total square footage allowed. No sign shall extend above the roofline of a building.

### **Window Signs:**

1. Merchants may advertise special sales with temporary signs on the inside or outside of the windows provided that they do not cover more than fifty percent (50%) of the window area in which they are placed.
2. Window signs are not intended to be displayed for long periods of time, but rather for a short sale period not to exceed thirty (30) days in duration.

### **Banners on Private Property:**

Banners shall be permitted on a temporary basis on private property in the commercial and commercial corridor areas subject to the following:

1. No more than one banner may be displayed at any one time on any business property;
2. A permit shall be issued by the city staff for any banner request and no specific banner may be approved for a period longer than thirty (30) days per year. The location of the banner shall be approved by the city staff;
3. No banner may be approved to be placed on any building in excess of the percentage of the building for which wall signs may be approved. **Ten percent (10%)**

### **Temporary Signs:**

Temporary signage has a place in the community for specialized purposes, such as announcing properties for sale or lease, construction activities, temporary sales and campaign signs of a noncommercial nature. Temporary signs are installed on a property but are not a part of the permanent land use on the property and are not intended to be displayed for a long period of time. However, a temporary sign must be well maintained at all times or it may be subject to removal or cited as a violation of this chapter.

1. Temporary signs are permitted in any zone.
2. **Temporary signs shall not exceed six (6) square feet in area.** The height of a temporary sign, including structural supports, shall not exceed four feet (4') in height.
3. Temporary signs are permitted in any zone, provided that they are located a minimum of two feet (2') behind the property line unless otherwise approved because of topographic conditions. Only one temporary sign is permitted on any one parcel of property, except that for sixty (60) days preceding a general, local government or special election, up to three (3) temporary signs may be placed on any one parcel of property, all of which must comply with the size, color, and placement standards of this title.
4. Temporary signs may be approved by the building department for a specific, limited time. Any request for extensions shall be approved by the planning commission.
5. A temporary sign advertising a subdivision or housing project may be used for a period of time not to exceed one year, unless extended by city staff.
  - a. The temporary sign shall not exceed four feet by eight feet (4' x 8') in size, or a total of thirty two (32) square feet.
  - b. Such signs must be removed when the project is sold out or completed.
  - c. Only one temporary advertising sign may be erected per development project unless there are several access roads serving the project, in which case the planning commission may determine the total number of signs to be allowed.
6. Real estate property for sale or lease signs shall be no more than two feet by three feet (2' x 3') in size and shall not exceed six (6) square feet in area.
  - a. The top of the sign or supporting members shall not exceed four feet (4') in height above the ground level.
  - b. All such signs shall be a minimum of two feet (2') inside the property line.
  - c. An installation for this type of sign shall not be required. Such signs shall be removed within thirty (30) days of sale or lease taking place.
7. No temporary sign may be lighted in any manner.

TO VIEW FULL ORDINANCE GO TO [www.sccity.org](http://www.sccity.org) - MUNICIPAL CODES AND ORDINANCE TITLE 17:44 SIGNS