



## SIGN APPLICATION

(801) 789-6617 • 1650 E STAGECOACH RUN, EAGLE MOUNTAIN, UT 84005 • [WWW.EAGLEMOUNTAINCITY.COM](http://WWW.EAGLEMOUNTAINCITY.COM)

PROJECT INFORMATION		UPDATED: 6/2015
Official Project Name: _____		
Location or address of proposed sign: _____		
Type of sign requested: _____		
Duration of sign: _____ Area of sign: _____ Height of sign: _____		
AUTHORIZED AGENT INFORMATION	PROPERTY OWNER OR LESSEE INFORMATION	
Authorized Agent: _____	Property Owner or Lessee: _____	
Address: _____	Address: _____	
Phone: _____ Cell: _____	Phone: _____ Cell: _____	
E-mail: _____	E-mail: _____	

**\*\*IMPORTANT:** Incomplete applications will not be accepted. In order for an application to be deemed complete, all required materials must be submitted with the application, regardless of whether they have been previously submitted to Eagle Mountain City. If any required materials are not applicable to your submittal, you must submit a letter for each required item stating the reason why it is not applicable to your application.\*\*

SUBMITTAL REQUIREMENTS		
<ul style="list-style-type: none"> <li>1 digital PDF copy of all plans &amp; required materials is required on jump drive or through Dropbox. Please label accordingly.</li> <li>Building Permit (if applicable) – see Checklist.</li> <li>Sign Application Requirements/Checklist</li> </ul>		
FOR OFFICE USE ONLY		
Date: _____	Received By: _____	Application Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No
Anything Missing: _____		
<u>Fees:</u> \$50 per sign face		
Total Amount Due: _____		Total Amount Paid: _____

**APPLICANT CERTIFICATION:** I certify under penalty of perjury that this application and all information submitted as part of this application are true, complete and accurate to the best of my knowledge. I also certify that I am the owner or lessee of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Eagle Mountain City may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Eagle Mountain Development 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 projects or uses. Additionally, I acknowledge that I have reviewed and understand the section from the Consolidated Fee Schedule and hereby agree to comply with this ordinance. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Property Owner's or Lessee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SIGN APPLICATION REQUIREMENTS/CHECKLIST

- SITE PLAN:** A site plan drawn to scale showing the proposed location of the sign, parking areas, landscaped areas and buildings. If the proposed sign will be located within 100 feet of a property line, the parking areas, landscaped areas & buildings shall be shown for the property within 100 feet of the proposed sign.
- COLORED GRAPHICS:** Colored graphics showing the proposed sign copy, type of sign and dimensions.
- FEE:** The processing fee of \$50.00 per sign face. (Example: the fee for a two-sided monument sign would be \$100.00; the fee for a wall sign would be \$50.00)
- BUILDING PERMIT (IF APPLICABLE):** A building permit with applicable fees is required for signs with any electrical components, as well as for most wall signs and monument signs. Please contact the Building Official at (801) 789-6614 to see if your sign requires a permit.