



SYRACUSE CITY CORPORATION

**1979 West 1900 South
Syracuse, UT 84075
PH: (801) 614-9626
FAX: (801) 614-9626**

**APPLICATION FOR CONDITIONAL USE PERMIT
(SIGN ONLY)**

Name of Applicant/Organization: _____

Representative: _____ **Business Name:** _____

Applicant/Organization Street Address: _____

City: _____ **State:** _____ **ZIP:** _____

Phone: _____ **FAX:** _____

Email: _____

Sign Location Information

Subject Property Address: _____

Size of Lot or Property: _____ **acres** **Current Zone:** _____

Sq. Footage of Space Intended for Conditional Use Signage Permit: _____

Sign Installer Contact Information

Firm/Individual Name: _____ **License No.:** _____

Street: _____

City: _____ **State:** _____ **ZIP:** _____

See Other Side

**Conditional Use Permit (Sign Only)
Application Requirement Checklist**

(Applicant to Read and Check Each Box to Acknowledge All Requirements)

- Completed and Signed Conditional Use Permit (Sign Only) Application Form
- (2) sets of scaled plan and design drawings of sign showing:
 - o Site Plan indicating location and size of all signage
 - o Elevations indicating location and size of all signage
 - o All required utility connections (if applicable)
 - o Footings (if applicable)
 - o Current Licensed Utah Engineers Stamp (see NOTE)
- Planning Commission Approval
- Architectural Committee Approval (If sign is located in the Town Center Zone)
- Building Permit
- If building owner/tenant is part of a larger commercial subdivision, then a letter of compliance from the larger property developer/owner should be supplied indicating that any required commercial subdivision design standards have been met.

NOTE: Engineered design drawings must be submitted for all permanent sign installations regardless of sign size, design, weight or placement.

I hereby certify this conditional use will comply with all required conditions and standards of Syracuse City's Land Use Ordinance (Title X), will be harmonious with the neighboring used, will fit the goals of the community's general plan, and impose not insatiable demands for public services. I also understand issuance of a conditional use permit shall not relieve me of the responsibility to comply with applicable zoning health, building or fire regulations.

Applicant's Signature

Date

Property/Business Owner's Signature

Date

Permit Fee \$100 Paid _____

Planning Commission Approval Date _____

Special Conditions _____



Conditional Use/Building Permit (Sign Only) Guidelines

DISCLAIMER: *The following information is provided as a service for applicants who wish to apply for a conditional use and building permit to erect a sign within the Syracuse City Limits. These guidelines are not intended to be comprehensive and in the event that there is a conflict or discrepancy between this document and City Ordinance, State or Building Codes, the more strict rules shall apply.*

NOTE: Engineered drawings must be submitted for all permanent sign installations regardless of sign size, design, weight or placement.

Monument and Freestanding Signs (Detached)

- Site plan should show relationship of signs to buildings, property lines including the setback from public rights-of-way, intersections, easements, driveways, existing site contours (1 foot intervals), and nearest monument or freestanding signs.
- Site plan should also indicate Number of acres and length of lineal frontage of property.
- Scale drawings should show height, color, square foot dimensions, landscaping, sign composition, materials, type of illumination, and how the sign will appear from the street.
- Drawings should include details of sign construction including an electrical plan, and foundation schemes with appropriate engineers stamp(s).
- If building owner/tenant is part of a larger commercial subdivision, then a letter of compliance from the property developer/owner should be supplied indicating that any required commercial subdivision design standards have been met.

Building Mounted Signs (Attached)

- Scale drawings should show square footage of signage including dimensions of both the building elevation where the sign will be located, sign composition, and type of illumination.
- A profile drawing of how the sign will appear on the building from the street/parking area.
- Drawings should include details of sign construction including an electrical plan, and foundation schemes with appropriate engineers stamp(s).
- If building owner/tenant is part of a larger commercial subdivision, then a letter of compliance from the property developer/owner should be supplied indicating that any required commercial subdivision design standards have been met.
- Provide the sign valuation, including all labor and materials. This valuation should include all attached signs covered under the permit.

All applications for permanent signs must demonstrate the incorporation and sensitivity to the following elements:

- Architectural compatibility
- Appropriate scale and proportioning
- Appropriate illumination
- Appropriate color and style
- Location
- Compatible landscaping

For questions please contact the Community Development Department at (801) 825-1477