



Conditional Use Application (Sign Only)

Syracuse City Community Development

1979 West 1900 South, Syracuse, UT 84075

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Updated 3-4-11

Sign Location Information			
Business Name:		Recorded Address of Lot or Coordinate with Parcel Identification Number:	
Current Zone:	Square Footage of Primary Frontage of Business, if applicable (height x width as shown in illustration on page 2 of 3):	Square Footage of Secondary Frontage(s) of Business, if applicable (must abut a street):	
Property and Business Contact Information			
Property Owner(s):			
Property Owner Mailing Address:		City:	State: ZIP:
Business Address (if different):		City:	State: ZIP:
Property Owner Phone Number:	Business Phone Number (if different):	Property/Business Owner Email Address:	
Applicant Contact Information			
Applicant:		Contact Name:	
Mailing Address:		City:	State: ZIP:
Telephone Number:	Cell Phone Number:	Email Address:	
Sign Detail Information (All permanent sign installations shall include engineered design drawings)			
Sign Size (Total Square Feet): <input type="text"/>		Sign Area, if sign has no frame or separate background <input type="text"/>	
Sign Type (Check all that apply):			
<input type="checkbox"/> Off-Premise	<input type="checkbox"/> On-Premise	<input type="checkbox"/> Subdivision	<input type="checkbox"/> Realty <input type="checkbox"/> Temporary (17+ square feet)
Lighting Type(s):			
<input type="checkbox"/> Direct (external)	<input type="checkbox"/> Indirect (internal)	<input type="checkbox"/> None	
Structural Type:			
<input type="checkbox"/> Pole (Single-Tenant)	<input type="checkbox"/> Attached (Roof)	<input type="checkbox"/> Bench	
<input type="checkbox"/> Pole (Multi-Tenant)	<input type="checkbox"/> Attached (Flat)	<input type="checkbox"/> Post	
<input type="checkbox"/> Monument	<input type="checkbox"/> Attached (Projecting)	<input type="checkbox"/> Billboard	

NOTE: Applicant shall furnish the information on this form for purposes of identification and expediting the request in full knowledge that it may become public record pursuant to provisions of the Utah State Government Records Access and Management Act (GRAMA). Use of this information will be only for necessary completion and execution of the requested transaction. If applicant so chooses not to supply any requested information, applicant accepts the additional time in processing or inability to process the application at all. If applicant is an "at-risk government employee" as defined in Utah Code Ann. § 63-2-302.5, please inform a member of the Department staff upon submission of the application. Syracuse City does not currently share any private, controlled, or protected information with any other person or government entity.

I hereby certify that the requested Conditional Use would comply with all required conditions and standards of the Syracuse Land Use Ordinance, be harmonious with neighboring uses, fit the goals of the City's General Plan, and impose no insatiable demands for public services. I understand that submitting this application does not guarantee approval and is subject to the discretion of the City Land Use Authority and compliance with all requirements of Syracuse Title X, Chapter 9. I hereby accept responsibility for meeting all requirements outlined herein, including payment of all fees and attending City Land Use Authority meetings as notified by the Community Development Department, and understand that failure to do so may result in postponement of action by said Authority. I also understand that approval shall not relieve me of the responsibility to comply with applicable local and State zoning, health, building, or fire regulations.

Applicant Signature **Date**

Property/Business Owner Signature **Date**
 (if signed by property owner, letter not required)

Date Accepted:	Fee Paid: \$100, Major \$50, Minor \$25, Extension \$15 noticing list 90¢/notice = \$	FOR OFFICE USE ONLY
<input type="checkbox"/> Check No.:	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Cash	
Receipt No.	Received By:	



Conditional Use Application (Sign Only) – Page 2 Guidelines and Requirement Checklist

DISCLAIMER: *The City is providing the following information as a service to those applying for conditional uses and building permits to erect signs within Syracuse City. No one shall consider these guidelines as comprehensive. In the event of conflicts or discrepancies between this document and City Ordinances or State or Building Codes, the more strict rules shall apply.*

Monument and Freestanding Signs (Detached)

Site plan and elevations shall include:

- The relationship of the sign(s) to buildings and property lines (including setbacks from public rights-of-way), intersections, easements, driveways, existing site contours (1-foot intervals)
- Scale drawings showing height, color, square-foot dimensions, landscaping, sign composition, materials, type of illumination, and appearance from the street
- Details of sign construction including electrical plan and foundation schemes

Building Mounted Signs (Attached)

Site plan and elevations shall include:

- Scaled drawing of sign(s) showing composition, square footage (including dimensions of building elevation on which contractor shall place sign), and type of illumination
- Profile drawing of sign's appearance on building from the street/parking area
- Details of sign construction including electrical plan and foundation schemes

All Signs

All designs must demonstrate incorporation and sensitivity to the following elements:

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

Chapter 9 of Title X limits square footage of signage for each business to a percentage of a building's frontage, up to a maximum 300 square feet, as follows: Primary sides (with front door abutting street) provides 15% of square footage for signage while secondary sides (any sides of building fronting a street) provides an additional 5% of square footage. Businesses may apportion their total between attached and detached signs (e.g. monument or multi-tenant pole signs). Calculating frontage is done by multiplying the width of a building by height as shown in the illustration:



Town Center Zone Restrictions. The following types of signs or sign components are prohibited within the Town Center Zone:

- | | |
|--|---|
| • Painted lettering | • Exposed neon (except as approved by the Land Use Authority) |
| • Exposed raceways | • Signs identifying leased departments or concessionaries contained within a building |
| • Single Tenant Pylon or pole signs, | • Animated, flashing, or audible signs, or signs emitting smoke or other matter |
| • Façade-mounted signs that extend above the roofline | |
| • Sign manufacturers' labels in visible location to the public | |
| • Signs employing un-edged or uncapped letters with no returns and uncapped fastenings | |

Location and Approval. No advertising sign in an agricultural or residential zone shall be within 660 feet from another sign of any type. However, notwithstanding the foregoing distance criteria, a property owner may erect one sign on their land. Only one sign per lot is allotted in agricultural and residential zones.

Signs requiring major conditional use permits are: 1) Electronic message centers, 2) Monolithic, and 3) Bench

For the purposes of noticing the public of a land-use decision relating to a major conditional use, applicant shall provide the Community Development Department, as required by City Ordinance, with the following:

- List of all owners of real property located within 300 feet of subject property's boundary, as shown on latest assessment rolls of the County Recorder (applicant shall bear sole responsibility to ensure accuracy of this list) or additional \$15 to City for generation of list
- Noticing fee in the amount of actual costs incurred by City in providing notice (currently 92¢ per notice)

Applicant to read and initial each box to acknowledge understanding of all requirements:

	Complete and sign this Application
	Submit one set of scaled plans and design drawings of sign(s) as indicated above for each sign type, including: <ul style="list-style-type: none"> • Site Plan, indicating location and size of all signage • Elevations, indicating location and size of all signage • All required utility connections (if applicable) • Footings (if applicable)
	Submit letter (or acquire signature on application) of compliance from larger property developer/owner (if building owner/tenant is part of larger commercial subdivision) indicating sign(s) meet all of its required development design standards
	The proposed sign(s), if within the Town Center Overlay zone, do not incorporate any of the restrictions listed above
	I understand that all signs require Building Permits after receiving Conditional Use Permits and that all plans for permanent signage, regardless of size, design, weight, or placement, must include engineered-design drawings with a currently-licensed Utah Engineer's stamp