



Conditional Use Permit – Sign Application

Syracuse City Community & Economic Development
 1979 West 1900 South, Syracuse, UT 84075
 801-825-1477 opt.4 • www.syracuseut.com • planning@syracuseut.com

For Office Use Only
 Permit # _____

Subject Property Information

Updated 11-13-15

Address:		Business Name:	
Current Zone:	Square Footage of Primary Side	Square Footage of Secondary Side	

Applicant Contact Information

Name:			
Mailing Address:		City:	State:
Phone Number:		Email Address :	Relationship to Property Owner:
ZIP:			

Property Owner and Business Contact Information

Property Owner(s)/ Business Contact:			
Mailing Address:		City:	State:
Telephone Number:		Cell Phone Number:	Email Address:
ZIP:			

Sign Detail Information (All permanent sign installations shall include engineered design drawings)

Sign Size (Total Square Feet):	<input type="text"/>	Sign Location (North, East, West, South)	<input type="text"/>
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Sign Type (Check all that apply):

<input type="checkbox"/> Off-Premise	<input type="checkbox"/> On-Premise	<input type="checkbox"/> Temporary	Number of Signs (proposed/existing)
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Lighting Type(s):

<input type="checkbox"/> Direct (external)	<input type="checkbox"/> Indirect (internal)	<input type="checkbox"/> None
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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 (Detached)
<input type="checkbox"/> Monument	<input type="checkbox"/> Attached (Projecting)	<input type="checkbox"/> Mobile

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 10.45. 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.

Business/Property Owner Signature _____ Date _____

Applicant Signature (if different from Business/Property Owner) _____ Date _____

FOR OFFICE USE ONLY			
Application & Noticing Fees:		Conditions of Approval:	
\$100 Application Fee	\$ _____		
\$ 50 Extension/Modification	\$ _____		
TOTAL:	\$ _____		
Paid:	Received by:	Receipt #:	
Payment Type: <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Check# _____	Approved: _____ Date: _____		

Conditional Use Permits are not valid until application fees are submitted and Conditional Use(s) are approved and signed by Planning Department staff, once approved a copy will be provided to the applicant.

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/Painted 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 Sign

Chapter 10.45 limits square footage of signage for each business to a percentage of a building's frontage as follows: 15 percent of the Primary side (with front door abutting street) plus 5 percent of the Secondary side (any sides of building fronting a street) is the maximum square footage allowed (this includes existing and proposed signage). 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. (10.45.060)

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

- Painted lettering
- Façade-mounted signs that extend above the roofline
- Sign manufacturers' labels in visible location to the public
- Exposed neon (except as approved by the Land Use Authority)
- Un-edged or uncapped letters with no returns and uncapped fastenings
- Animated, flashing, or audible signs, or signs emitting smoke or other matter

Professional Office Zone Restrictions. (10.45.070)

The following types of signs or sign components are prohibited within the Professional Office Zone:

- Flags, pennants, streamers, or other decorative material used for commercial advertising purposes or to direct attention to a place of business
- Hot- or cold-air balloons, inflatables, or spotlights directed into the night sky
- Flashing, running, scintillating, or similar lights or lighting, excessive light or glare or reflection from signs into pedestrian or traffic ways, or permitted animation or motion
- Portable signs or banners

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

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

	Complete and sign this Application
	Submit 2 set of scaled plans and design drawings of sign(s) as indicated above for each sign type, including: Site Plan, indicating location and size of all signage Elevations (Width and Height) Details of Sign Construction, plans must show current applicable building codes and foundation schemes Design & Materials, must show sign appearance on building
	Must have signature of property owner on the Conditional Use Application
	The proposed sign(s), if within the Town Center Overlay or Professional Office zones, do not incorporate any of the restrictions listed above.
	I understand that all physical signs require Building Permits after receiving an approved Conditional Use Permit; and that plans for permanent signage, regardless of size, design, weight, or placement, must include engineered design drawings with a currently licensed Utah Engineer's wet-stamp (signature). The building department will need a valuation of the entire project (sign and installation).

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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. See Title X for complete guidelines and requirements of Conditional Uses. City staff will not process, or forward to Planning Commission, incomplete applications.*