



Salt Lake County Public Works Department  
**Planning and Development Services Division**  
 2001 S. State Street #N-3600, Salt Lake City, UT 84190-4050  
 Phone 385-468-6700 FAX: 385-468-6674  
 Visit our web site: <http://www.pwpds.slco.org>

Form 2011\_07\_01\_v3  
 Sign

File #

# Land Use & Development Application

- FCOZ     RCOZ     DWSP     Watershed     Over Pressure     Magna Main  
 Natural Hazards     Other \_\_\_\_\_

Zone: \_\_\_\_\_ Community Council: \_\_\_\_\_ Planner: \_\_\_\_\_  
 Parent File # \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Name of Project: \_\_\_\_\_ Property Acreage: \_\_\_\_\_

Please describe your request:

|  |  |  |
|--|--|--|
| <p><u>New Development:</u></p> <input type="checkbox"/> Use and / or Site Plan Approval<br><input type="checkbox"/> Subdivision # lots: _____<br><input type="checkbox"/> PUD #lots: _____ | <p><u>Modify an Existing Development:</u></p> <input type="checkbox"/> Change Conditions of Approval<br><input type="checkbox"/> Change the Site Plan<br><input type="checkbox"/> Change the Use<br><input type="checkbox"/> Condo Conversion<br><input type="checkbox"/> Lot Consolidation<br><input type="checkbox"/> Lot Line Adjustment<br><input type="checkbox"/> Mobile Store<br><input checked="" type="checkbox"/> <b>Signs</b> | <p><u>Other:</u></p> <input type="checkbox"/> Board of Adjustment Review<br><input type="checkbox"/> Exception Request<br><input type="checkbox"/> Non-Conforming<br><input type="checkbox"/> RCOZ Appeal (Option C)<br><input type="checkbox"/> Research or GRAMA Request<br><input type="checkbox"/> Re-zone<br><input type="checkbox"/> Vacate a Street |
|--|--|--|

Is a key or gate code required to access the property?  Yes     No    If yes, code: \_\_\_\_\_ (or provide key)

Driving Directions to Property:

\*note: all correspondence will be sent to the applicant's address:

**Applicant(s):** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ e-mail: \_\_\_\_\_

**Property Owner(s):** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ e-mail: \_\_\_\_\_

Professional(s):  Engineer       Architect       Other

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ e-mail: \_\_\_\_\_

**To facilitate Salt Lake County's land use notice and review process, the undersigned hereby authorize the County to reproduce this *application and all documents attached to the application* for staff, officials, and the interested public:**

\_\_\_\_\_

Applicants Signature

\_\_\_\_\_

Date



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Form 2011\_07\_01\_v3  
 Affidavit

File #

# AFFIDAVIT – Property Owner

STATE OF UTAH                    }  
   } ss  
 COUNTY OF SALT LAKE        }

I (we) \_\_\_\_\_ being duly sworn, depose and say that

I (we) am (are) the owner(s) of the property(s) located at:

\_\_\_\_\_.

My (our) signature below attests that I (we) have reviewed the proposal by \_\_\_\_\_

requesting review and approval of \_\_\_\_\_

and that I (we) consent to the statements and information provided in the attached plans and exhibits and that all information presented is true and correct to the best of my (our) knowledge.

Property Owner \_\_\_\_\_

Property Owner \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 (Notary)

Residing in Salt Lake County, Utah

My commission expires: \_\_\_\_\_

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Handout 2011\_07\_01\_v3  
 Sign Supplemental

File #

# Signs Supplemental Form

Type and number of Signs Requested:

- \_\_\_\_\_ Wall /Flat
- \_\_\_\_\_ Ground (pole or monument)
- \_\_\_\_\_ Billboard (off premises sign)
- \_\_\_\_\_ Comprehensive Sign Package
- \_\_\_\_\_ Amendments to Previous Sign Package Approval
- \_\_\_\_\_ Sign that Requires a Conditional Use Approval
- \_\_\_\_\_ Other

This Sign is advertising a business located at this property:  Yes  No

Comments:

### Office Use Only

Decision:

Approved Date: \_\_\_\_\_  Denied Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_



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Handout 2011\_07\_01\_v3  
Sign Submittal

File #

## Submittal Requirements for Signs

**NOTE: THIS DOCUMENT IS A GENERIC CHECKLIST OF ALL POSSIBLE SUBMITTAL REQUIREMENTS. FOR A CHECKLIST WHICH IS CUSTOMIZED FOR YOUR PROJECT PLEASE CALL TO SCHEDULE A MEETING WITH THE PLANNING STAFF.**

Unless otherwise specified, the items listed below must be submitted on a minimum 24" x 36" sheet along with a reduced copy on an 11" x 17" sheet AND an electronic copy in PDF format on disc:

### Site Plan

- North arrow and scale (scale should be no smaller than 1" = 100' and no larger than 1"=10')
- Name, address, phone number of the applicant and the person who prepared the plan
- All existing and proposed property lines
- All existing and proposed public streets, private streets, drives, and right-of-ways
- Label the width of any proposed or existing right-of-ways, easements, streets or drives
- All existing curb, gutter, sidewalk, and edge of asphalt (screened or dashed line-work)
- All proposed curb, gutter, sidewalk, and edge of asphalt
- All existing structures within 50-feet of the property boundary (sheds, decks, buildings, etc.)
- All proposed structures and/or proposed additions to existing structures
- Label the square footage of all structures (existing and proposed)
- Annotate existing structures whether they are to remain or be removed
- Show existing or proposed septic tanks and leach fields (if not on public sewer)
- Dimension all existing and proposed improvements / structures from property lines and other structures
- Identify any areas that are within an Overlay Zone(s): (RCOZ, FCOZ, Well Protection etc.)
- Legend: showing all symbols, line types, hatching & abbreviations
- Date of Drawing (and version number)
- Proposed name of the Project
- The property address
- All existing and proposed signs, label the square footage of each. Indicate whether existing signs are to remain or be removed
- All existing easements (utility, storm water, railroad etc.)
- All existing and proposed fences; indicate type and height
- All existing overhead utility lines
- Show the "clear view" (a triangular area formed by the street property lines and a line connecting them at points forty feet from the intersection of the street lines)
  
- Identify any areas that are within an Overlay Zone(s): (RCOZ, FCOZ, Well Protection etc.)

**Elevations (separate sheet)**

- Illustrate each proposed sign including graphics, text, font, materials and color
- Dimension all proposed and existing signs, including height, mass and surface area
- Indicate if the sign will be illuminated or if the design includes a message board
- Show the building façade with dimensions and identify all sign locations and their size
- Show sign size computation based upon Salt Lake County Zoning Ordinance 19.82.

GENERIC CHECKLIST