SIGN PERMIT APPLICATION

Application is hereby made to the Planning Commission of Town of Leeds, Utah, for a Sign Permit pursuant to Chapter 22, Signs, of Land-Use Ordinance 2008-04 for the following:

APPLICANT INFORMATION

Name  (if business is other than Sole Proprietorship, please attach a list including the name and phone number of each owner.)

Business / Organization __________________________________________

Street Address _________________________________________________

Mailing Address _______________________________________________

Email Address __________________________________________________

Phones- Business: ______ Fax: _______ Cell: _______ Home: _______

SITE INFORMATION

Property Address _______________________________________________

Tax Code Number ___________________________ Zone ________________

SIGN INFORMATION

Please indicate type of sign from the following. For definitions, refer to Sign Ordinance, Chapter 22, Land Use Ordinance #05-02.

_____ PERMANENT SIGN  _____ TEMPORARY SIGN

_____ Business Sign:

_____ in a Commercial Zone

_____ in a Residential Zone

_____ for a Mobile Home or RV Park

_____ for a Business Center Common Entrance

_____ for a Business Center Identification

_____ Multi-Family Residential Complex Sign

_____ Historical or Monument Sign

If other, please specify: _______________________________________

2006 Sign Permit Application.doc

Application Fee:
$25.00 Temporary Sign
$50.00 Permanent Sign
Non-refundable

TOWN OF LEEDS
218 NORTH MAIN STREET
PO BOX 460879
LEEDS, UT  84746-0879
PHONE: 435-879-2447  FAX: 435-879-6905
E-mail: clerk@leedstown.org  // Website: www.leedstown.org
Town of Leeds
Sign Permit Application

Proposed Sign Copy/Text:


ADDITIONAL INFORMATION

Completion of the following information is required. If not applicable, note “NA” (Not Applicable). Please attach all applicable information to this sign permit application packet. Refer to Sign Ordinance, Chapter 22, Land Use Ordinance 2008-04 for the details required for the following categories. All information must be provided to scale in each applicable category.

_____ A site plan with the signs’ relationship to the surrounding areas and to public property.
_____ The front and side elevations of the sign including the lettering and other buildings.
_____ Samples of the material and lettering to be used in the sign.
_____ samples of the colors planned for the sign.
_____ Illumination Data and Technical Specifications.
_____ Landscaping to be included in the area of the sign.
_____ Method of Attachment or Installation of the sign.

If this is a sign for a business, please include days and hours of operation:


APPLICANT CERTIFICATION

I hereby certify that the statements contained herein are true and accurate to the best of my knowledge.

Date __________________________

Printed Name and Signature of Applicant

Printed Name and Signature of Property Owner

APPLICATION FEE

This application must be accompanied by a non-refundable application fee of:

$25.00 for Temporary sign,
$50.00 for Permanent sign

FOR OFFICIAL USE ONLY

Application Date:___________ Completed File Date:____________  Review Date:____________
Authorization Date:____________ Authorized by:__________________________