

<b>Application Fee:</b> <b>\$25.00 Temporary Sign</b> <b>\$50.00 Permanent Sign</b> <b>Non-refundable</b>
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# TOWN OF LEEDS

218 NORTH MAIN STREET  
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 LEEDS, UT 84746-0879  
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## 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

\_\_\_\_\_ **Identification Sign:**

- \_\_\_\_\_ in a Commercial Zone
- \_\_\_\_\_ in a Residential Subdivision

\_\_\_\_\_ **Master Sign Program:**

- \_\_\_\_\_ Business Monument
- \_\_\_\_\_ Outside Entrance

\_\_\_\_\_ **Multi-Family Residential Complex Sign**

\_\_\_\_\_ **Historical or Monument Sign**

\_\_\_\_\_ **Plaque(s)**

If other, please specify: \_\_\_\_\_

\_\_\_\_\_

# Town of Leeds

## Sign Permit Application

Proposed Sign Copy/Text:

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### 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: \_\_\_\_\_

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### 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

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Printed Name and Signature of Property Owner

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### 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: \_\_\_\_\_