

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



# Application Process for Sign Permit

## **Sign Ordinance Chapter 19.82:**

The Salt Lake County Sign Ordinance is enacted to eliminate excessive and confusing sign displays that create potential hazards to motorists, pedestrians and property. The Sign Ordinance is designed to maintain a responsible communication system by setting requirements for the location, size, height and lighting of all signs that will be compatible with adjoining land uses, architecture and landscape, and that will preserve and improve the aesthetic values and visual qualities of Salt Lake County.



## **Signs Allowed in Zoning Districts:**

The signs and sign types allowed by zone, are fully described in the Sign Ordinance, Table 19.82.190.



## **Prohibited Signs:**

Signs and sign types not specifically allowed by Chapter 19.82 are prohibited. Without restricting or limiting the provision of Chapter 19.82, the following signs are specifically prohibited: A-frame signs, snipe signs, and pedestal signs.



## **Billboard Signs:**

Application for all off-premise signs (billboard signs) shall follow the provisions of Chapter 19.82.185. The total number of off-premise signs allowed in unincorporated Salt Lake County, the established or future establishment of Townships, shall be limited to the number of off-premise signs existing and defined at the time of passage of ordinance 1532. Deposits and withdrawals from the off-premise sign

bank must be completed with the Planning and Development Services office prior to approval of a new sign location. In addition, off-premise signs (billboard signs) erected along the interstate or primary highway system as defined by the state shall conform to the provisions of the Utah Outdoor Advertising Act.



**How to Apply for a Sign Permit:**

1. It is highly suggested that you meet informally with a planner to discuss your proposal and review the issues, processes and fees associated with the application.
2. The applicant is required to submit the following information:

<p>➤ A complete and notarized application form along with the application fee to the Planning and Development Services office located at: Salt Lake County Government Center 2001 South State St. Room #N3600</p>
<p>➤ A legal description of the parcel(s). ➤ A current lined aerial plat. Please outline subject property in a red marker. This information can be obtained from: Salt Lake County Recorder's Office Salt Lake County Government Center 2001 South State St. Room #N1600</p>
<p>➤ Three (3) Site Plans: showing exactly where the sign is to be located on the property.</p>
<p>➤ Three (3) Elevation Drawings showing the height and design of the proposed sign, and/or the exact location for all signs that are proposed to be attached to a building.</p>

Note: You are required to meet with a Planner to go over your application submittal. Deficient applications will not be accepted.

3. Wall or flat sign can be approved over the counter. All other sign applications will require additional reviews. Various County agencies will review your request if necessary and make recommendations to the Planning and Development Services Staff. It is the applicant's responsibility to follow up with the various agencies to complete their specific requirements. For a list of those agencies, please contact the planner assigned to the project in the Planning and Development Services Division.

4. Contact the planner responsible for processing the application to confirm completion and review any further requirements or corrections that may be necessary. You will receive a Preliminary Approval letter which lists the conditions and requirements of the approval. All conditions must be completed or bonded for prior to occupancy of a building or commencement of any approved use (if applicable). Final approval will not be granted until all agencies recommend approval. Preliminary approval expires 1 (one) year from the date of the Preliminary Approval letter.
5. Once the conditions of approval required by the agencies and staff have been met, you will receive a Sign Permit. This permit consists of an approval letter which will be attached to 2 copies of an original stamped and signed site plan, and stamped and signed sign elevations.
6. The Planning and Development Services Staff may not approve some Sign Permit applications. If Planning Commission approval is necessary you will be informed as to how the approval process for your application is handled.
7. If required by ordinance, attend the Planning Commission meeting. You will be notified of this public meeting date, at which you should be prepared to present your proposal in detail and answer questions. This meeting is held at:  
Salt Lake County Government Center  
2001 S State St N1100 - Commission Chambers  
Salt Lake City, UT 84190



**Additional Requirements as Part of a Sign Permit:**

There are several additional requirements that are necessary for issuance and continued maintenance of a sign permit. These include;

- A building permit is required for all signs except as noted in the sign ordinance, Chapter 19.82.070;
- All signs must not obstruct the clear view of intersecting streets, Chapter 19.82.110;
- A lighted sign must be installed in a manner that minimizes glare and illumination to adjacent properties, Chapter 19.82.130;
- All signs must be identified with the sign owner and sign erectors name and located in public view, Chapter 19.82.090;
- No sign shall be located on publicly owned land or inside the street right-of-way, Chapter 19.82.120;
- One mobile sign may be used for a period of 60 days following the issuance of a permit to construct a permanent sign for that use, Chapter 19.82.140;
- All signs and advertising structures shall be maintained in good condition; and,
- Signs shall be removed within 30 days upon closure or relocation of a business, Chapter 19.82.160.



**Sign Permit Application Fees:**

Refer to the current fee schedule.



This information is considered reliable as of the date indicated below. However, changes to application fees, ordinance amendments and/or division policies may have occurred. Please verify all processes and fees prior to submitting your application.

Updated: February 23, 2006