



APPLICATION for
SIGN PERMIT within
COALVILLE CITY

For Office Use Only:

Application #: _____ Application Date: _____
Approval Date: _____ Denial Date: _____
Fee Paid: \$ _____ Receipt #: _____

Name of Owner/Agent: _____

Address of Owner/Agent: _____

Phone: _____ Cell: _____
Email: _____ Fax: _____

Name of Business/Organization: _____

Address of Business/Organization: _____

Phone: _____ Cell: _____
Email: _____ Fax: _____

If using a professional Sign Company please list the names or name of the Company and their contact information:

The following items need to be addressed or included with this Sign Application, and may be addressed on one or multiple plan sets.

- A. _____ **Building Elevation/Site Plan:** Signs proposed to be mounted on a building require a building elevation drawn to scale that specifies the location of the sign, drawings, or photographs which show the scale of the sign in context with the building. Free-Standing or Monument Signs require a site plan indicating the proposed sign location as it relates to property lines, adjacent streets and adjacent buildings.
- B. _____ **Scaled Design Drawing:** A colored rendering or scaled drawing including dimensions of all sign faces, descriptions of materials to be used and color samples.

- C. _____ **Scaled Installation Drawing:** A scaled drawing that includes the sign description, proposed materials, size, weight, manner of constructions, and method of attachment, including all hardware necessary for proper sign installation.
- D. _____ **Lighting:** A drawing indication the location and fixture type of all exterior lighting for the proposed signs. The drawing shall specify wattage and bulb type to ensure compatibility with the lighting standards as stated in the City Code.
- E. _____ **Fees:** Payment of the appropriate fee as outlined in the City Fee Schedule (**\$75 + other applicable fees**)

If you have any questions regarding the requirements of this application, please contact the Community Development Director prior to submitting the application (435-336-5981).

File the complete application at:

Coalville City Hall
10 North Main Street
Coalville, Utah 84017

Signature of Owner or Representative: _____ Date: _____