



## Checklist and Regulations: TEMPORARY SIGN PERMIT Planning Department - 2020

Park City has a Sign Ordinance that requires temporary signs to be approved by the Planning Department. If you plan to lease a location during the Sundance Film Festival ® and replace the existing signs with temporary signs, you will need to comply with the regulations for [Temporary Signs](#) and apply for a Temporary Sign Permit through the Planning Department.

**Submittal Deadline:** The temporary sign permit process can take up to a total of ten (10) days. In order to ensure that the application is approved prior to the start of the festival, **please submit materials by Wednesday, January 8, 2019**. If submitted after this date, City staff may not be able to approve/finalize your permit.

The following regulations apply:

- Completed and signed application form.**
- Review fees - \$60 for Temporary Sign Permit**
- Convention Sales License # (AKA CSL, applicant needs this in order to obtain a sign – Obtain from Park City Municipal Corporation Finance Department)**
- Site Plan - Identify existing signs on building (drawings or photos)**
- Elevations showing the location and scale of each sign in context with the building:**
  - Identify all lettering heights
  - Dimensions of all sign faces
  - Description of materials used
  - Weight of sign
  - Height of sign above ground level
  - Manner of construction
- Method of attachment**
  - To include detailed description of hardware necessary for proper installation (list all sizes and quantities of any bolts, chains, hooks, etc.)
  - Building Department Review and Approval
- For illuminated signs** – \*May require a Building Permit depending on scope of project.
  - Indicate the location and fixture type of exterior lighting to include wattage, bulb type, etc.
- For free-standing signs**
  - Provide a site plan showing proposed sign location as it relates to property lines, adjacent streets, and adjacent buildings.
- Compliance with Master Sign Plan for building if applicable.**
- General Sign Standards**
  - Size:** Tenant change signs may occupy the same amount of area previously approved on the building façade provided said area is consistent with the Code and the master sign plan for the

property. Sign area per building façade may not exceed thirty six square feet (36 sq/ft). Individual letter height may not exceed twelve inches (12”).

- Height:** Signs shall be located below the finished floor of the second level of a building or twenty feet (20') above final grade, whichever is lower. Awnings, projecting and hanging signs must maintain at least eight feet (8') of clearance from ground level.
- Number of Signs:** The same number of signs as previously approved on a building façade or through a master sign plan is allowed. Additional window signs area may be used, but may not exceed the total sign area allowed per building façade.
- Setback and Orientation:** Temporary business name or tenant change signs are permitted in any district, provided that they comply with all size and setback requirements for the permanent signs of similar nature. Signs and attachment hardware may not project more than thirty six inches (36”) from the face of a building or pole.
- Design:** Temporary business identification sign materials shall be consistent with the requirements of Chapter 4-7 of the Sign Code. Sign mounting shall comply with the Uniform Sign Code's standards for installation. Fluorescent colors, and reflective surfaces are prohibited. Color samples may be required.
- Illumination:** Illumination of temporary business signs is prohibited.

### **Application Detail FYI**

*Application needs to be filled out entirely, but here are points of information.*

“Project Information” section (page 1) of Sign Application FYI’s

- “Name:” Name of your event
- “Address:” Event location

“Applicant information” (page 1) is the person/company applying for the application

“Acknowledgement of Responsibility” (page 4) is signed by the applicant.

“Affirmation of Sufficient Interest” (page 4) is the owner of the building at which the sign will be located.

#### ***Planning Department Contacts:***

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