

PERMANENT SIGN APPLICATION REQUIREMENTS

*Applications submitted before 12:00 p.m. on Tuesday will be discussed at an internal Development Review Committee (DRC) meeting on the following Tuesday.
First round of comments anticipated complete within 10-12 business days.*



SARATOGA
SPRINGS
PLANNING

REVIEW FEES:

\$300 FOR FIRST SIGN + \$50 FOR EACH ADDITIONAL SIGN
(Includes 2 reviews; additional reviews \$150 each)

GL: 103413100 DIST. CODE: 311

Application Process

Permanent signs may be applied for in accordance with [Chapter 19.18](#) and [Chapter 19.11.05 \(4\)](#) of the Land Development Code (www.SaratogaSprings-UT.gov/landdevcode).

Disclaimer: Please consult current ordinances, including State and City codes, and other legal precedents for applicable law. This application will be subject to any and all valid laws in place at the time a complete application meeting all city ordinances is submitted with all application fees paid. Nothing in these materials provided shall modify or supersede any applicable legal requirements, principles, or doctrines.

Do not begin fabrication of sign(s) until you receive Planning approval. After you receive Planning approval, you must then apply for a building permit. Building permit fees will increase if any sign is installed prior to obtaining a building permit.

STEP 1 – PREPARE APPLICATION

- Review relevant code.
- Review application checklist(s).
- Prepare application materials & plans.
- Mark included items on the application checklist(s).
- Obtain signatures on Acknowledgement & Certification page and any other required documents.

STEP 2 – APPLY

- Create an account or log in to your Cityworks Public Portal account at: cityworks.saratogasprings-ut.gov/publicaccess
- To review the Public Access Portal Guide, see www.SaratogaSprings-UT.gov/portalguide.
- To submit your application
 - a. Click **Create Application**.
 - b. Choose the **Sign Permits** category.
 - c. Choose the Application type and read the Application Help that displays. This has information to help you verify that you have chosen the correct Application type and may include additional instructions.
 - d. Click **Begin Application** – add requested information. Note that the person listed as the Applicant will receive emailed invoices, status updates, and approval packets. Additional Applicants can be added if desired.
 - e. Upload **and label** required and supporting documents.
 - i. This application form & included checklist(s) are a **required upload** – label as Application Checklist(s).

- ii. The signed Acknowledgement & Certification is a **required upload** – label as Acknowledgement & Certification. Find it at www.saratogasprings-ut.gov/certification. All owners must sign. You can upload multiple copies.
- iii. Upload and label any other supporting documents.
- f. **Tips for completing your application:**
 - i. You can type in an address, a street or intersection, or choose the exact location on the map
 - ii. Red indicates a required field
 - iii. When adding people, click “more” for additional required fields
 - iv. After uploading documents, click “Label” and choose a label. Each required label must be used.

STEP 3 – COMPLETENESS REVIEW

- Relevant departments will review your application and materials for completeness.
- Comments on incomplete applications will be available via the portal.
- Upload additional/corrected documents via the portal as requested.
- Applications are not accepted until they are deemed complete and fees are paid.

STEP 4 – PAY FEES

- After the application is deemed complete, fees can be paid using the portal via credit/debit card (3% convenience fee may apply) or e-check.
Physical checks accompanied by an invoice may be delivered to:
City of Saratoga Springs
Planning Department
319 South Saratoga Rd
Saratoga Springs, UT 84045
- After fees are paid, the application will enter formal review.

STEP 5 – REVIEW

- The complete application will be routed for review the first business day after fees are paid.
- The application is now under review. You can follow the review process via the portal.
- After being routed to City staff, most applications will receive a response via the portal within 10-12 business days.
- Reviews for large projects or those with complex circumstances may require additional time; in these instances, the City will notify the applicant of the extended review period.
- A Comment Review Meeting (CRM) may be requested after comments are sent to the applicant.

STEP 6 – PREPARE RESUBMITTAL (as needed)

- Update your plans and/or documents to incorporate staff comments/redlines.
- If any staff comments have not been addressed, the resubmittal will not be accepted.
- To resubmit for review, upload updated documents via the portal.

STEP 7 - APPROVAL

- When your application is approved, your approval letter will be uploaded to Cityworks.
- Planning Commission and/or City Council approval are required for some applications. Your Planner will assist you through that process. Applications that are not reviewed and ready for Commission/Council review will not be added to an agenda.

Questions on the application process? See the Cityworks Public Portal User Guide at www.saratogasprings-ut.gov/portalguide or contact us at 801.766.9793 x 155 or Planning@SaratogaSprings-UT.gov.

Questions about comments after staff review? Reach out to the planner – she or he is the project manager for your application. A comment review meeting (CRM) can be scheduled upon request.

Planning Checklist Items

Applicant	City Use Only	
		Check or initial the applicable boxes to indicate the items have been included. The application will not be accepted if the checklist is incomplete.
		1. Project Name: _____
		2. This application with the applicant column of this checklist initialed by the applicant, uploaded with the label: <i>Application Checklist(s)</i> .
		3. Signatures of the applicant and all property owners on the Acknowledgement & Certification page. Upload this document with the label: <i>Acknowledgement and Certification</i> .
		4. Items below labeled as: <i>Checklist Items</i> .
		a. Scaled drawings of all proposed signage. Drawings must indicate the dimensions and sizes, materials, method of illumination, hours of illumination, foot candle measurement, colors, structural information, and any other pertinent information.
		b. Scaled site plan showing the location of proposed signage on the site, including measurements for any ground sign from the property lines and sidewalks. Internal directional signs need to have the measurements from the sign to an internal intersection, drive-thru, or similar feature needing directional clarification. Signs may not be located in the clear view triangle as described in 19.06.11 of the Land Development Code.
		c. Scaled elevations showing the location of proposed signage on any building or structure.
		d. Sign Detail Sheet(s) – see next page.
		e. If illuminated, hours the sign will be lit must be included on the plans.
		f. Foot candle measurement must be included on the plans.
		g. Lamp color must be included on the plans.
		h. When measuring sign height, for ground signs – measure from top of grade to top of sign; for non-ground signs – measure from grade to bottom of sign.

Sign Detail Sheet

FOR **EACH** SIGN – include the following information. **Attach additional pages as needed.**

Note that hours of illumination must be included on the plans.

Illumination is allowed during business hours and up to 30 minutes after close.

PRIMARY SIGN

Type of sign (monument, building, canopy, window, etc.): _____

Area of sign (sq. ft.): _____ Height of sign (feet): _____

Sign Illumination: Yes ☐ No ☐ (if yes, add information below) Foot Candle Measurement: _____

Type of illumination: ☐ Internal ☐ External ☐ Digital Changeable Copy _____

If illuminated, hours the sign will be illuminated: _____

Lamp Color (4000k Max): _____

SECONDARY SIGN

Type of sign (monument, building, canopy, window, etc.): _____

Area of sign (sq. ft.): _____ Height of sign (feet): _____

Sign Illumination: Yes ☐ No ☐ (if yes, add information below) Foot Candle Measurement: _____

Type of illumination: ☐ Internal ☐ External ☐ Digital Changeable Copy _____

If illuminated, hours the sign will be illuminated: _____

Lamp Color (4000k Max): _____

SECONDARY SIGN

Type of sign (monument, building, canopy, window, etc.): _____

Area of sign (sq. ft.): _____ Height of sign (feet): _____

Sign Illumination: Yes ☐ No ☐ (if yes, add information below) Foot Candle Measurement: _____

Type of illumination: ☐ Internal ☐ External ☐ Digital Changeable Copy _____

If illuminated, hours the sign will be illuminated: _____

Lamp Color (4000k Max): _____