

## **SIGN PERMIT APPLICATION PROCEDURE**

**West Jordan  
8000 South Redwood Road  
569-5060**

1. Contact the City Planner and obtain a Planning Commission application (if needed), a building permit application, and pertinent ordinances and instructions.
2. City Planner will determine if a Planning Commission hearing is needed (see Chapter 5 of the Sign Ordinance). Complete the Planning Commission application (if needed) and the building permit (same as sign permit) application including 2 copies of elevation and site plan drawings which indicate the following:
  - (a) Type of sign, materials, colors, architecture.
  - (b) Height, width, dimensions, clearance (if flat building sign or awning sign, include elevation drawing of building and dimensions).
  - (c) Copy, graphics.
  - (d) Assembly, attachment, embedment.
  - (e) Lighting.
  - (f) Locations of existing and proposed signs, buildings and other structures, landscaped areas, utility poles and lines, driveways, parking areas.
3. If Planning Commission review is required, submit the above items with a \$240.00 fee to the Planning and Zoning Division at least 14 days prior to the next Planning Commission meeting. Meetings are regularly held on the 1st and 3rd Wednesdays of each month at 6:00 PM in the City Council Chambers, 8000 South Redwood Road, West Jordan, Utah.
4. Attend the Planning Commission meeting to represent the request.
5. If the Planning Commission approves the sign permit or if Planning Commission review is not required, allow 7 to 14 days for plan review by the Planning and Building Divisions after which the sign permit may be obtained.

**A F F I D A V I T**

**PROPERTY OWNER**

STATE OF UTAH                    }  
  } ss  
COUNTY OF SALT LAKE        }

I (we), \_\_\_\_\_, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I also acknowledge that I have received written instructions regarding the process for which I am applying and the West Jordan City Planning staff have indicated they are available to assist me in making this application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Notary)

Residing in Salt Lake County, Utah

My commission expires: \_\_\_\_\_

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**AGENT AUTHORIZATION**

I (we), \_\_\_\_\_, the owner(s) of the real property described in the attached application, do authorize as my (our) agent(s) \_\_\_\_\_ to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me \_\_\_\_\_, the signer(s) of the above agent authorization who duly acknowledged to me that they executed the same.

\_\_\_\_\_  
(Notary)

Residing in Salt Lake County, Utah

My commission expires: \_\_\_\_\_