

•Community Development Department•

Bill Wright • Director
Telephone (801) 336-3780
Fax: (801) 336-3789

Mayor • Steve Curtis
City Manager • Alex R. Jensen
Asst. City Manager • James S. Mason



TEMPORARY SIGN/ BANNER/ BALLOON PERMIT

(Temporary Sign Permits 20.05.000) Fee: \$30

Receipt #: _____



Date of Application: _____ Expiration Date: _____

Business: _____ Phone #: _____

Address: _____ E-mail Address: _____

Mailing Address (if different): _____

Anticipated maximum size of your banners will be: _____

 The maximum amount of banner is 60 square feet.  The maximum amount of balloon area for multiple balloons is *250 square feet.

Please Read Carefully!!!

Updated 12/19/07

Businesses are allowed one (1) foot of sign area for every lineal foot of occupied frontage at the main entrance, but may not exceed 60 square feet of temporary sign area and 250 square feet of balloon area.

- BANNER MAY ONLY BE DISPLAYED ON THE BUILDING OR PERMANENT DETACHED SIGN
- Tethered or fixed balloons shall be set back one (1) foot for every one- (1) foot in height from any property line. Tethered or fixed balloons shall comply with the maximum height of 20 feet in the B-RP, CP-1, CP-2 zones, and 35 feet in the CP-3, C-H, M-1, & M-2 zones. Exception: Locations in the downtown corridor may be a maximum of 100 feet in height.
- No balloon may be located so as to create a hazard or disrupt vehicular or pedestrian traffic. Balloons may not be displayed in any landscaping, affixed to any utility pole, boundary fence, or object within a public right-of-way.
- Balloons may not be placed on top of a building.
- No display can encroach into required parking or landscaping (20.05.030).
- *Businesses with permanent outdoor retail space may apply for a conditional use permit for flags and banners on any number of parking area light poles or on a single pole with governmental flags (20.05.040).

Balloon- a Site Plan must be submitted with the permit (it may be drawn by hand).

Please show the building footprint, length of your frontage at the main entrance, include dimensions showing the height, volume and setbacks of each balloon or write same, if all the balloons have the same dimensions and show where they will be placed on the property (see graphic).

Banner- an Elevation View drawing must be submitted with the permit(it may be drawn by hand).

Please show the length of the frontage of your building at the main entrance, show the face of the building where banner will be placed, dimensions of banner, and method of securing banner to building (see graphic).

I understand the conditions for displaying banners/ balloons and will be responsible for these conditions being followed by the business I represent.

Printed Name of Authorized Agent

Signature of Authorized Agent

Layton City Signature of Approval

Date