

Payson Community Development Department Sign Submittal Checklist

Submitted By: _____ Taken In By : _____

Permit # _____

Sign Address: _____

Business Name: _____

Project Description: _____

Permit Application:

- Two (2) copies of a site plan minimum size 8 ½ X 11 of sufficient detail to allow consideration of proposed sign(s) including any existing or planned landscaping and location of all adjacent streets and public right-of-ways**
- A sketch showing size, height, shape, color and copy of sign**
- Dimensioned drawings indicating the proposed placement of all signs on building (s) and/or the site**
- Description of materials used, method of mounting, and method of lighting, if applicable**
- If a freestanding or monument sign, please include footing details.**
- Calculation of allowable sign area as per Town code; one (1) square foot of signage per one (1) lineal foot of building frontage**
- Electrical/lighting details, if applicable**
- Any other information that might be needed to evaluate the sign proposal**