



Millcreek City Hall  
 1330 East Chambers Avenue  
 Millcreek, Utah 84106  
 801-214-2700  
[millcreekut.gov](http://millcreekut.gov)

## Sign Permit Application Checklist

### 18.15.030 Administrative Decisions-Other Land Use Decisions (H) (5)

CHECK BOX WHEN COMPLETED	SUMMARY REQUIREMENTS	PAGE NUMBER IN PLANS REQUIREMENT IS MET
<input type="checkbox"/>	Completed and Signed Millcreek Land Use Application.	
<input type="checkbox"/>	Notarized Property Owner Affidavit.	
<input type="checkbox"/>	Application Fee.	
<input type="checkbox"/>	Letter of Intent.	
<input type="checkbox"/>	Any other relevant supporting documentation, photographs, maps and studies.	
CHECK BOX WHEN COMPLETED	PROPERTY SURVEY REQUIREMENTS	PAGE NUMBER IN PLANS REQUIREMENT IS MET
<i>A property survey showing, at a minimum:</i>		
<input type="checkbox"/>	Property boundaries.	
<input type="checkbox"/>	Topographical Survey identifying existing and proposed building elevations, ground and elevation contours, property boundaries and any easements and encroachments.	
<input type="checkbox"/>	The location and type of easements, covenants, or other property restrictions.	
<input type="checkbox"/>	Location of existing rights-of-way and right-of-way centerlines.	
<input type="checkbox"/>	Location of all existing buildings, structures, and utilities, including water utilities.	
<input type="checkbox"/>	Location of all existing buildings on adjacent properties.	
CHECK BOX WHEN COMPLETED	SITE PLAN REQUIREMENTS	PAGE NUMBER IN PLANS REQUIREMENT IS MET
<input type="checkbox"/>	Number, size, height, and location of all proposed signs. Indicate on the site plan which signs are proposed to be illuminated.	
<input type="checkbox"/>	A summary table showing the area and height of all signs by sign type.	
<input type="checkbox"/>	Zoning and existing land use for the subject property and for all adjacent properties.	
<input type="checkbox"/>	Setbacks and buffers as required by the relevant zoning or landscaping standard.	
<input type="checkbox"/>	Location of any existing pole or monument sign located within 100 feet of any proposed pole or monument sign, whether on the applicant's property or on other nearby properties.	
<input type="checkbox"/>	Location of all driveways or other property accesses, and location of clear vision areas.	
<input type="checkbox"/>	Elevations of each proposed sign, including color and materials of all components of the sign.	
<input type="checkbox"/>	Indicate the area of each proposed sign.	
CHECK BOX WHEN COMPLETED	ILLUMINATED SIGN REQUIREMENTS	PAGE NUMBER IN PLANS REQUIREMENT IS MET
<input type="checkbox"/>	Provide a specification that verifies that, except for internally illuminated logos and text, all light sources used to illuminate signage shall have color temperature equal to or less than 4,000 degrees Kelvin (4,000°K).	

<input type="checkbox"/>		
CHECK BOX WHEN COMPLETED		PAGE NUMBER IN PLANS REQUIREMENT IS MET
<input type="checkbox"/>	Provide a sign illuminance study as set forth in MKZ 18.69	
<input type="checkbox"/>	Provide an elevation of the sign showing the percentage of the sign that will be used as an electronic message center.	
<input type="checkbox"/>	Provide a specification for a sensor or other programmable device that automatically determines the ambient illumination and must be programmed to automatically adjust the illuminance according to ambient light conditions.	
<input type="checkbox"/>	Provide a sign illuminance study as set forth in MKZ 18.69	
<input type="checkbox"/>	Applicant shall sign and notarize a Notice of Compliance and Acknowledgement of Sign Requirements on a form provided by Millcreek.	