



## Plan Submission Requirements - Sign Permit -

**ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE WASATCH COUNTY PLAN REVIEW ONLINE PORTAL:**

<https://www.wasatchcounty.gov/development-process-forms-applications>

The Wasatch County Land Use and Development Code can be accessed online at

[https://wasatch.municipalcodeonline.com/book?type=ordinances#name=Title\\_16\\_-LAND USE AND DEVELOPMENT CODE](https://wasatch.municipalcodeonline.com/book?type=ordinances#name=Title_16_-LAND_USE_AND_DEVELOPMENT_CODE)

**THE FOLLOWING ITEMS MUST BE SUBMITTED FOR A COMPLETE SUBMITTAL**

Required Checklist Item	File Name
Site plan showing the relationship of the sign to buildings, property lines, existing signs, required setbacks, and any other necessary information to demonstrate compliance with locations standards. Plans shall also to include landscaping unless detailed otherwise in the submittal.	01 – Site Plan
Scaled drawings showing height, color, square foot dimensions, sign material(s), landscaping, and a drawing or model of how the sign will appear from the street and/or parking area.	02 – Sign Plans
Report indicating what type of lighting will be installed, if any, to illuminate the sign. If sign illumination is used, the report shall include all items required by <a href="#">16.21.16(G)(1)</a> .	03 – Lighting Report

Supplemental Checklist Item (may be required)	File Name
Resubmittals Only: Once a DRC review has been completed, resubmittals must include a detailed written response to each comment provided in the previous review. The written response will need to clearly identify how the resubmittal is addressing the item and identify where changes to the drawings or reports were made.	00 – REVIEW RESPONSE
Any additional supporting documents that provide necessary information to demonstrate compliance with applicable codes. This should be used only when the information typical to the required checklist items does not accommodate the type of information being supplied.	OTHER – [Insert Custom Name Here]

1. Format: All plans shall be PDF format unless otherwise specified.
2. Accuracy: All plans shall be clear and legible. It is the responsibility of the applicant to ensure necessary information is clear and accurate including contact information for the project team. All information shall be kept current during the entire review and approval process.
3. Owner/Agent Representatives: If a person other than the property owner is applying for the land use permit or approval, a [Property Owner Authorization Form](#) is required to be submitted.
4. All Items Required: All items on the checklist must be included for an application to be considered complete. If you feel an item is not applicable to your application, a letter stating why the item is not applicable should be submitted in the place of the item.
5. Application Fee: All applications must be accompanied by the required application fee. Cash or check payments can be delivered to the Planning Office at any time. If payment by credit card is desired, you may contact the Planning Office to request a payment link.
6. Resubmittals: If changes to your application are necessary, you may resubmit your response through the portal. Instructions can be found by [clicking this link](#). **DO NOT DELETE** any existing uploaded files. Label all new uploads per the same naming convention so that a revision is reflected in the revision column instead of as an additional document. **Deleting documents may delete your plan review and hold up the processing of your application.**

**AFTER UPLOADING THE NECESSARY SUBMITTAL ITEMS, YOU MUST HIT “SUBMIT FOR REVIEW” TO SEND THE FILES TO THE COUNTY. DO NOT HIT “SUBMIT FOR REVIEW” UNTIL YOU HAVE ENSURED THAT ALL NECESSARY INFORMATION IS PROVIDED.**