



Sign Permit Application

Fee \$10.00 (non-refundable)

(Payment is due before the application is reviewed)

Note: You may also be required to apply for a Building Permit

Date_____

Applicant Name_____

Phone #_____ Email_____

Mailing Address_____

Type of Business_____

Business Mailing Address, City, State, Zip_____

Business Phone #_____

Sign Location

Is this permit for:

- Placement or Construction of a NEW sign
- Alteration or replacement of an EXISTING sign

Type of sign:

- Free-Standing
- Projecting/Suspended
- Roof Sign
- Attached/Wall
- Other (explain)_____

Will the sign be:

- Permanent
- Temporary

Please Complete the following:

1. What is the property's frontage along the public right-of-way? _____ Feet
2. How many proposed signs will be displayed? _____
3. How many existing signs are on the property? _____
4. What is the total square footage of all existing signs? _____
5. What is the total square footage of all proposed signs? _____
6. What is the current zoning of the property? _____
7. What is the total valuation of all proposed signs? \$ _____ (labor/materials)
8. Will your sign require electricity? _____

A detailed SITE PLAN MUST be attached to this application in order for the permit to be processed!

One application and permit may include multiple signs on the same lot. An application for construction, creation, or installation of a new sign, or for the structural alteration of an existing sign, MUST be accompanied by detailed drawings to scale of all existing and proposed signs on the lot. Drawings MUST show the following:

Site Plan Checklist:

- _____ 1. Height of all signs on the lot
- _____ 2. Square footage of all signs on the lot
- _____ 3. Total combined square footage of all signs on the lot

_____ 4. Site plan showing length of street frontage, location of buildings, parking lots, driveways, landscaped areas, and all existing and proposed sign on the lot.

_____ 5. Overall dimensions, design, structure, materials, proposed copy, and illumination specifications of all signs on the lot.

_____ 6. Photographs of the lot.

Signature _____ Date _____

Please obtain and carefully review the City of Monticello's Sign Regulations before submitting this application.

THIS FORM IS SUBJECT TO MONTICELLO CITY'S PRIVACY POLICY
EDITED FEBRUARY 2026

Monticello City office use below

Permit # _____ **Date Submitted** _____

Approved by _____ **Fee Amount** _____

Building Administrator Signature _____

Date of Approval _____

Notes _____

*City of Monticello * 17 N 100 W * Monticello, UT 84535 * 435-587-2271 * melissa@monticelloutah.org*