



10860 N. Hideout Trail
Hideout, Utah 84036

Application #	
Zone	
Tax ID #	
Date Received	
Received By	
Reviewed By	
Date Completed	

Sign / Master Sign Plan Application Form

Signage (10.04.34)

Any sign proposed for a commercial/office use within a residential structure or for an existing or proposed commercial development or for a multi-family or mixed-use residential development must be reviewed and approved by the Town of Hideout.

Town of Hideout Fee and Rate Resolution #2024-R-01 (January 2024)

Master Sign Plan Review	\$550 (plus overage costs)
Individual Signs or Sign Plans or Minor Amendment to Existing Master Sign Plan	\$385 (plus overage costs)
Individual Signs when a Master Sign Plan has been Approved	\$275 (plus overage costs)
Temporary Signs	\$165 (plus overage costs)

Note: Other actual costs may be assessed and billed later



1. Project Information

Project Name: _____

Project Location: _____

Legal Description: _____

Tax ID: _____

Owner(s) of Record:

Full Name: _____

Address: _____

Phone: _____ Email Address: _____

Architect / Engineer / Landscape Architect / Surveyor:

Full Name: _____

Address: _____

Phone: _____ Email Address: _____

Subdivision and Lot #, or Survey, Lot and Block #:

Project description: (Include number of lots, ERU's, and current zoning):



2. Sign – Master Sign Plan Submittals and Procedure

1. The Applicant must submit a drawing and/or graphic depiction or photo showing the dimensions and detail of the proposed sign.
2. A site plan or plat of the site showing the building footprint (and dimensions) and location of the freestanding sign(s).
3. If the sign is a freestanding sign, the site plan must include setbacks with dimensions.
4. A drawing or photo of the building elevation with dimensions showing the size and location of the proposed sign(s).
5. The Applicant must note whether the sign is illuminated and whether the illumination proposed is internally or externally produced.



3. Applicant or Authorized Representative to Whom all Correspondence Is to Be Sent

Applicant is not the owner listed above.

Full Name: _____

Address: _____

Phone #: _____

Email Address: _____

The checklist below must be included with your application with all items checked off to designate that they have been submitted or your application will not be processed.

4. Checklist:

- a) Fee paid
- b) Completed Sign Plan Application Form
- c) Preliminary Engineering sketch/drawing drawn to scale not smaller than one-inch equals one hundred feet (1" = 10ft) and showing the following (both hard copy and electronic format)
 - i. North point, scale, date;
 - ii. Area where sign is to be located (on building elevation or freestanding location)
 - iii. Adjacent property uses and layout
 - iv. Proposed lot lines with lot sizes and zoning setbacks
 - v. All necessary graphic images



5. Acknowledgement of Responsibility

This is to certify that I am making an application for the described action by the Town of Hideout and that I am responsible for complying with all town requirements regarding this request. This application should be processed in my name and I am a party whom the Town should contact regarding any matter pertaining to this application.

I have read and understood the instructions supplied for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until the Town Administrator or designee has reviewed the application and notified me in writing that it has been deemed complete. **I understand that any application I submit will be governed by the terms of the Town Code of the Town of Hideout** and that I am responsible to understand those provisions and ensure that the application complies with the same.

I will keep myself informed of the deadlines for submission of material and the progress of this Sign or Master Sign Plan application. I understand that I will be informed of the dates set for any public hearing or public meetings. This report will be on file and available in the Town of Hideout office shown above.

I further understand that additional fees may be charged for the Town's review of the application, and that the fee for the concept review is non-refundable. Any additional analysis required would be processed through the Town's consultants with a written estimate of time/expense/scope. This estimate will be provided to the applicant for authorization prior to any work being performed.

Signature of the Applicant:

Name of Applicant (Print): _____

Mailing Address: _____

Phone: _____

Email Address: _____



6. AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action.

Name of Applicant (Print): _____

Mailing Address: _____

Street Address/Legal Description of Subject Property:

Signature: _____ Date: _____

1. If you are not the fee owner, attach another copy of this form that has been completed by the fee owner, or a copy of your authorization to pursue this action.
2. If a corporation is fee title holder, attach a copy of the resolution of the Board of Directors authorizing this action.
3. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.

Please note: This affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title opinion, certificate of title, or title insurance policy showing your interest in the property prior to final action.