



Heber City Policy Regarding Specialty/Custom Signage

As Heber City has grown and expanded in recent years, requests for specialty street signs have increased substantially. Given the myriad requests for such custom signage, it is not feasible for the City to bear the cost for all different requests. While the City does, and will continue to, provide and maintain the standard street name signs, safety/traffic control signs, and the like, it has been decided that the cost of specific, unique requests for elective signs be paid by the requestors, provided said signs are approved by the City. Therefore, effective February 1st, 2021, residents requesting specialty signage will be required to pay a flat rate fee of **\$500.00 for each sign approved by the City for posting**. This fee includes the cost of the sign, post, anchor, labor, and other materials required to install the sign. Heber City Public Works will then purchase the sign from an authorized, MUTCD compliant vendor.

Specifics regarding specialty sign requests are delineated below:

DEFINITION: Specialty Signs are defined as any elective, custom sign and/or sign which is not required for traffic control, school crossings, directional or other Utah state required safety purposes. Such signs include, but are not limited to, the following:

- Caution signs specific to certain individuals' special needs, ages, and circumstances, i.e. "Deaf/Blind Child in Area," "Slow – Children at Play," etc.
- Recreational; informational (related only to specific residences or neighborhoods); or other custom, elective and/or temporary signs designating family or neighborhood names and the like. (i.e. "Private Drive" or "Private Property," "Not A Through Street," "No Outlet," "No Parking in Cul de Sac," "Trail Courtesy")
- Courtesy Signs such as "Please Drive Slowly," "Share The Road," "Neighborhood Watch," "Bicycle & Pedestrian Zone Activity")

REQUIREMENTS & CONDITIONS: It is the policy of Heber City that all specialty sign requests must be submitted in writing by the requestor. The requestor must complete the attached "Specialty Sign Request Form." Each request must then be reviewed and approved by the Director of Public Works, City Engineers, and other parties as deemed necessary by the City.

Regarding sign location, the Engineering Department will review the proposed location(s) for specialty signs and will determine whether or not the proposed location is suitable. If the proposed location conflicts with other City signs, impedes/interrupts traffic patterns, or otherwise poses challenges for drivers and/or other residents, Engineering will, at their discretion, select a different, appropriate location for the sign. Once installed, specialty signs may not be relocated based on the requestor's personal preference.

Further, if the approved placement of signs is within an area which may encroach on another resident's park strip or other area of their property, the requestor must submit a signed statement from the property owner authorizing placement of the sign near their property and releasing the City from all liability for the sign.

Requestors must submit payment for the requisite **\$500.00** fee for each approved sign within 30 days of approved application; otherwise, the request will become null and void. This fee is non-refundable. The fee must be paid to Heber City Public Works or the Heber City Treasurer. (A non-refundable 3% processing fee is required for all credit card payments.) Heber City is not responsible for contacting the requestor regarding unpaid fees.

Any sign that has not been reviewed and approved by the designated, above-noted parties may *not* be installed by the requestor at their own discretion. Installation of an unauthorized sign is considered a violation of this policy and will be removed by the City.

If a requestor disagrees with the City's decision to deny a specialty sign request, or if a resident disputes the posting of a specialty sign, may bring their concerns to the City Council during a regularly scheduled Council Meeting.

The City may, at its discretion, revoke any previously approved specialty sign request and remove the sign at any time, for any reason, without notice. Approved signs will become the property of the requestor once all fees are paid and may be removed, at the owner's request, should they relocate.

If you have any questions regarding this policy, please contact Heber City Public Works at 435-654-3275.

Heber City Specialty Sign Request Form



Date of Request: _____

Name of Requestor: _____

Address of Requestor: _____

Type of Sign Requested: _____

Please Provide Details Below Describing the Sign You Are Requesting or Attach A Description to This Form:

Reason for Requesting Specialty Sign: _____

Proposed Location(s) for Sign(s) (please attach map): _____

I hereby agree to abide by all requirements of the Heber City Specialty Signage Request Policy and understand that it is up to the discretion of Heber City to determine whether or not to approve this request. Further, I understand that it is up to the discretion of Heber City's Engineering Department to determine the appropriate location of each approved specialty sign. I understand that I must submit payment of the \$500.00 fee for each approved specialty sign within 30 days of approved application; otherwise, the sign request will become null and void. I understand and agree that this fee is non-refundable and that a non-refundable 3% processing fee is required for all credit card payments. I also understand and agree that the City may, at its discretion, revoke a previously approved specialty sign requests and remove the sign at any time, for any reason, without notice.

Signature of Requestor

Date Signed

FOR HEBER CITY USE ONLY

APPROVED

DENIED

Signature of Heber City Public Works Director

Date