



SIGN PERMIT (SGN) APPLICATION
Planning & Building Department
Planning Division

150 East Pearl Ave. | ph: (307) 733-0520 or
P.O. Box 1687 | (307) 733-0440
Jackson, WY 83001 | fax: (307) 734-3563
www.townofjackson.com

<i>For Office Use Only</i>			
Fees Paid _____	Date _____		Sign District:
Check # _____	Application # _____	Amount of Signage Allowed _____	Town Sq Sign District _____
Credit Card _____	Approved By _____	Amount of Signage Proposed _____	General Sign District _____
Cash _____	Public Works Review _____	Amount of Signage Remaining _____	Master Sign Plan _____
	Structural Review _____		

PROJECT.

Name/Business/Description: _____
Physical Address: _____
Lot, Subdivision: _____ PIDN: _____

OWNER.

Name: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

APPLICANT/AGENT.

Name, Agency: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

DESIGNATED PRIMARY CONTACT.

_____ Owner _____ Applicant/Agent

GENERAL INFORMATION.

_____ Is this a multi-tenant building? Name of Building: _____
_____ Number of Tenants.
_____ Length of building frontage in linear feet (1st frontage)
_____ Length of building frontage in linear feet (2nd frontage if applicable)
_____ How many signs are you planning to install/erect?
_____ Is the sign associated with a temporary use or grand opening event? Dates of Display (2 weeks max) : _____

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Provide one electronic copy (via email or thumb drive), and one hard copy of the submittal packet. Have you attached the following?

- _____ **Application Fees.** See the currently adopted Fee Schedule in the Administrative Manual for more information.
- _____ **Notarized Letter of Authorization.** A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. If the owner is a partnership or corporation, proof that the owner can sign on behalf of the partnership or corporation is also required. Please see the Letter of Authorization template in the Administrative Manual for a sample.
- _____ **Proposed Signs.** Please provide the information requested for each sign.
- _____ **Required Drawings.** Please provide the following drawings as part of your application.
 - _____ A site plan, drawn to a recognized engineering scale, which depicts the property boundaries, building footprints, access and circulation, and the location of each proposed sign and any existing signs that will remain.
 - _____ Description of the dimensions, colors, materials and types of any existing signs that will remain.
 - _____ Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.
 - _____ Installation specifications, and any structural details or specifications required for freestanding signs.
 - _____ Specifications for proposed lighting.

PROPOSED SIGNS. Please fill out the following information for each sign as applicable. If you are proposing more than two signs, you may provide this information on an additional sheet. Refer to **Section 5.6.1.C, Allowable Signage**, for an explanation of the sign requirements below.

	SIGN 1		SIGN 2
Type:	_____		Type: _____
Dimensions:	_____		Dimensions: _____
Area (square feet):	_____		Area (square feet): _____
Height:	_____		Height: _____
Clearance:	_____		Clearance: _____
Setback property line:	_____		Setback property line: _____
Sign color:	_____		Sign color: _____
Sign material	_____		Sign material _____
Lighting proposed:	_____		Lighting proposed: _____

Under penalty of perjury, I hereby certify that I have read this application and associated checklists and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize representatives of Teton County to enter upon the above-mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.

Signature of Owner or Authorized Applicant/Agent

Date

Name Printed

Title