



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

200 S. Willow St. | ph: (307) 733-3959  
P.O. Box 1727 | [www.tetoncountywy.gov](http://www.tetoncountywy.gov)  
Jackson, WY 83001

*For Office Use Only*

Fees Paid \_\_\_\_\_  
Check # \_\_\_\_\_ Credit Card \_\_\_\_\_ Cash \_\_\_\_\_  
Application # \_\_\_\_\_

**PROJECT**

Name/Description: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Lot, Subdivision: \_\_\_\_\_ PIDN: \_\_\_\_\_  
Associated Permits or Applications: \_\_\_\_\_

**OWNER**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**APPLICANT/AGENT**

Name, Agency: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**DESIGNATED PRIMARY CONTACT**

\_\_\_\_\_ Owner      \_\_\_\_\_ Applicant/Agent (Letter of Authorization required)

**GENERAL INFORMATION**

Y N Is this a multi-tenant building?      Name of Building: \_\_\_\_\_  
\_\_\_\_\_ Number of tenants  
\_\_\_\_\_ Length of building frontage (in linear feet)  
\_\_\_\_\_ How many signs are you planning to install/erect?  
Y N Is the sign associated with a temporary use or grand opening event?      Dates of Display: \_\_\_\_\_

**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.

- \_\_\_\_\_ **Application Fee** See the currently adopted Planning Fee Schedule on our website.
- \_\_\_\_\_ **Electronic Submittal** A complete digital file of the application with attachments/plans sent to [permits@tetoncountywy.gov](mailto:permits@tetoncountywy.gov)
- \_\_\_\_\_ **Hard Copy Submittal** A complete printed file of the application with attachments/plans
- \_\_\_\_\_ **Notarized Letter of Authorization** A notarized letter of consent from the landowner is required if the applicant is not the owner. Please see the Letter of Authorization template on our website for a sample.
- \_\_\_\_\_ **Corporations and Partnerships** If the owner is a partnership or corporation, proof that the owner can sign on behalf of the partnership or corporation.
- \_\_\_\_\_ **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 5.6.2.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/Role