



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
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

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
- _____ **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