



# Planning & Zoning Department

## SIGN PERMIT APPLICATION

Sign regulations for Teton County are outlined in the LDC 5-9. Signs requiring a permit are listed under 5-9-13.

### For Office Use Only

Fees Paid

Check # \_\_\_\_\_  Credit Card  Cash \_\_\_\_\_

Fees are non-refundable.

Requirement for Submittal: Ensure all requirements are included. *Incomplete applications will not be put on hold.* Incomplete and partial applications will be returned to applicant.

### SECTION I: PERSONAL AND PROPERTY RELATED DATA

#### Owner Info

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip code: \_\_\_\_\_

#### Project Location

Name of Applicant (if different than owner): \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Project Address (if different than owner address): \_\_\_\_\_ Zip code: \_\_\_\_\_

Email: \_\_\_\_\_

Primary Contact (if not applicant): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

#### Designated Primary Contact

Owner  Agent/Representative

#### Project Info

Number of Signs: \_\_\_\_\_ Dimensions: \_\_\_\_\_

Materials Used: \_\_\_\_\_



I, the undersigned, have reviewed the attached information and found it to be correct. I also understand that the items listed below are required for my application to be considered complete and reviewed.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, the undersigned, am the owner of the referenced property and do hereby give my permission to be my agent and represent me in the matters of this application. I have read the attached information regarding the application and property to find it to be correct.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Checklist**

All items need digital copies as well as paper copies.

- Complete application and fees.
- A scaled drawing of the sign including dimensions of all sign faces, descriptions and colors of material used for sign faces and support structures, including detailed specifications for any footings, posts, and hardware.
- Detailed lighting plan which clearly indicates the location, type, and illumination strength (lumens) of all sign structures.
- Tenants of buildings with multiple occupants must include copy of the approved overall sign plan and indicate how proposed sign(s) fit(s) into approved plan. If new sign does not conform with approved sign plan, applicant must include an amended sign plan with building owners signature.
- For freestanding signs, portable signs, and entry feature signs: A site plan drawn to scale specifying location of the new sign structure with respect to adjacent structures and property lines.
- For building signs: a building elevation drawn to scale which specifies the location of the new proposed new sign, as well as the location and size of any other sign of the same type on the building.

**SECTION II: PLANNING ADMINISTRATOR/DESIGNEE REVIEW/ACTION**

Application is submitted on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Application is deemed complete and accepted on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Sign permit is approved on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Staff member: \_\_\_\_\_

Staff signature: \_\_\_\_\_

