



**MASTER SIGN PLAN (MSP) 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](http://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 _____	
	Structural Review _____		

**PROJECT.**

Building Name/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.**

_____ Number of Buildings _____ Number of Tenants _____ Length of building in linear feet (1 <sup>st</sup> frontage) _____ Length of building in linear feet (2 <sup>nd</sup> frontage, if any)	_____ Total allowable sign area – (1 <sup>st</sup> frontage) _____ Total allowable sign area – (2 <sup>nd</sup> frontage, if any) (2.5 sq ft x building length not to exceed in 125 sq. ft. in the Town Sq Sign District) (3.0 sq ft x building length not to exceed 150 sq. ft. in General Sign District)
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**SIGN AREA ADJUSTMENTS.**

1 <sup>st</sup> Frontage	2nd Frontage (if any)
_____ 10% penalty from total allowable sign area for including freestanding or projecting signs in Master Sign Plan	_____ 10% penalty from total allowable sign area for including freestanding or projecting signs in Master Sign Plan
_____ 25% sq ft increase to total allowable sign area when three tenants present (to be calculated after any required penalties are subtracted)	_____ 25% square footage bonus to total allowable sign area when three tenants present (to be calculated after any required penalties are subtracted)
_____ 50% sq ft increase to total allowable sign area when four tenants present (to be calculated after any required penalties are subtracted)	_____ 50% square footage bonus to total allowable sign area when four tenants present (to be calculated after any required penalties are subtracted)
_____ 75% sq ft increase to total allowable sign area when five tenants present (to be calculated after any required penalties are subtracted)	_____ 75% square footage bonus to total allowable sign area when five tenants present (to be calculated after any required penalties are subtracted)
_____ 100% sq ft increase to total allowable sign area when six tenants present (to be calculated after any required penalties are subtracted)	_____ 100% square footage bonus to total allowable sign area when six tenants present (to be calculated after any required penalties are subtracted)

**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 and types of any existing signs that will remain.
  - \_\_\_\_\_ Illustration of each proposed sign that includes dimensions and type of sign.
  - \_\_\_\_\_ Installation specifications, and any structural details or specifications required for freestanding signs.

**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.

BUILDING 1 <sup>st</sup> FRONTAGE		
Name & Address of Business	Type of Sign	Sign area (sq ft)

BUILDING 2 <sup>nd</sup> FRONTAGE		
Name & Address of Business	Type of Sign	Sign area (sq ft)

BUILDING 1 <sup>st</sup> FRONTAGE		
Name & Address of Business	Type of Sign	Sign area (sq ft)

BUILDING 2 <sup>nd</sup> FRONTAGE		
Name & Address of Business	Type of Sign	Sign area (sq ft)

Total Sign Area for all signs \_\_\_\_\_

Total Sign Area for all signs \_\_\_\_\_

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