



SIGN PERMIT (SGN) APPLICATION
Planning & Building Department

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

For Office Use Only

Fees Paid _____ Date & Time Received _____

Application #s _____

Please note: Applications received after 3 PM will be processed the next business day.

PROJECT.

Name/Business/Description: _____

Physical Address: _____

Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

APPLICANT/AGENT.

Name, Agency: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

DESIGNATED PRIMARY CONTACT.

_____ Property Owner _____ Applicant/Agent

GENERAL INFORMATION. Have you attached the following? Please answer accordingly.

Yes ___ No ___ Is this a multi-tenant building? Name of Building: _____

Yes ___ No ___ Number of Tenants.

Yes ___ No ___ Length of building frontage in linear feet (1st frontage)

Yes ___ No ___ Length of building frontage in linear feet (2nd frontage if applicable)

Yes ___ No ___ How many signs are you planning to install/erect?

Yes ___ No ___ Dimensions of existing signage to remain.

Yes ___ No ___ Do you have a Master Sign Plan?

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. Go to www.townofjackson.com/243/Sign-Permit for submittal requirements. Have you attached the following? Please circle.

Application Fees. Fees are cumulative. Go to www.townofjackson.com/243/Sign-Permit for the fees.

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. Please see the Letter of Authorization template at www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF.

Yes ___ No ___ **Proposed Signs.** Please provide the information requested for each sign.

Yes ___ No ___ **Required Drawings.** Please provide the following drawings as part of your application.

Yes ___ No ___ 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.

Yes ___ No ___ 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.

Yes ___ No ___ Installation specifications, required set backs, height, and any structural details or specifications required for freestanding signs.

Yes ___ No ___ 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. Go to www.townofjackson.com/243/Sign-Permit 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 type proposed:	_____	Lighting type 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 Property Owner or Authorized Applicant/Agent

Date

Name Printed

Title