

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

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

Submit application and required additional information to [planning@jacksonwy.gov](mailto:planning@jacksonwy.gov). Paper applications WILL NOT be accepted.

To ensure that the sign permit is reviewed in a timely manner, please follow instructions on the application and provide *all* required materials, including required drawings, sign design, and installation specifications.

Sign Standards can be found in Division 5.6.1 of the Town of Jackson Land Development Regulations and at <https://www.jacksonwy.gov/243/Sign-Permit>.

Colors and materials are regulated by LDR 5.6.1.E. Approval of any proposed signs requires compliance with current LDRs, including lighting standards. Please ensure all signs comply with these regulations.

**PROJECT**

Name/Business/Description: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Lot, Subdivision: \_\_\_\_\_ PIDN: \_\_\_\_\_

**PROPERTY OWNER**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

**APPLICANT/AUTHORIZED REPRESENTATIVE**

Name, Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

**GENERAL INFORMATION**

Is this a multi-tenant building?      Yes      No

Is the building located in complex with a master sign plan?      Yes      No

Length of building width along primary street: \_\_\_\_\_

Length of building width along secondary street (if applicable): \_\_\_\_\_

How many signs, including window decals, are you requesting to install/erect? \_\_\_\_\_

Do you plan to keep any existing signage?      Yes      No      If yes, what are the dimensions of any existing signage? \_\_\_\_\_

What type(s) of signs are proposed? Select any which apply.

Wall Sign

Canopy Sign

Projecting Sign

Monument/Entry Sign

Freestanding Sign

Window Sign

**LIGHTING INFORMATION**

What type of lighting is proposed for new signs? Select any which apply.

Externally lit

Backlit

Internally Lit

Non-illuminated

Do you plan on utilizing any preexisting lighting?      Yes      No

Sign lighting is regulated by LDR 5.6.1.E.6, and all signs must comply with that section.

**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 Fees.** Fees are cumulative. Sign permit fees are \$101 per sign. The Town of Jackson Planning Department will contact you for payment once the application has been processed.

**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 at <https://www.jacksonwy.gov/DocumentCenter/View/115/Letter-of-Authorization-PDF?bidId=>

**Site plan.** Drawing or photograph depicting property boundaries, building footprints, and the location of each proposed sign.

**Freestanding or monument signs.** 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. Include installation specifications, required set backs, height & clearance details, and structural details/specifications.

**Sign Design.** Illustration of each proposed sign which includes dimensions, colors, materials, and type of sign.

#### PROPOSED SIGNS.

Please fill out the following information for each sign as applicable. If you are proposing more than two signs, provide this information on an additional sheet.

| SIGN 1  |     |    |
|---|-----|----|
| Type:   |     |    |
| Dimensions:   |     |    |
| Double sided?   | Yes | No |
| Maximum Height (measured from ground):                                |     |    |
| Clearance to ground<br>(canopy, projecting, & monument signs):        |     |    |
| Setback from property line<br>(canopy, projecting, & monument signs): |     |    |
| Colors:   |     |    |
| Material:   |     |    |
| Lighting type proposed:   |     |    |

| SIGN 2  |     |    |
|---|-----|----|
| Type:   |     |    |
| Dimensions:   |     |    |
| Double sided?   | Yes | No |
| Maximum Height (measured from ground):                                |     |    |
| Clearance to ground<br>(canopy, projecting, & monument signs):        |     |    |
| Setback from property line<br>(canopy, projecting, & monument signs): |     |    |
| Colors:   |     |    |
| Material:   |     |    |
| 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 The Town of Jackson to enter upon the mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.

Signature

Date

Name Printed

Title