



*Town of Alpine*

# **SIGN**

## **PERMIT APPLICATION**

**All information is DUE NO LATER than 4:00 pm  
on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of the month.**

P&Z Commission meets on the 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays of the month (**during the months of May – October**) at 7:00 pm.  
P&Z Commission meets on the 2<sup>nd</sup> Tuesday of the month (**during the months of November - April**) at 7:00 pm.

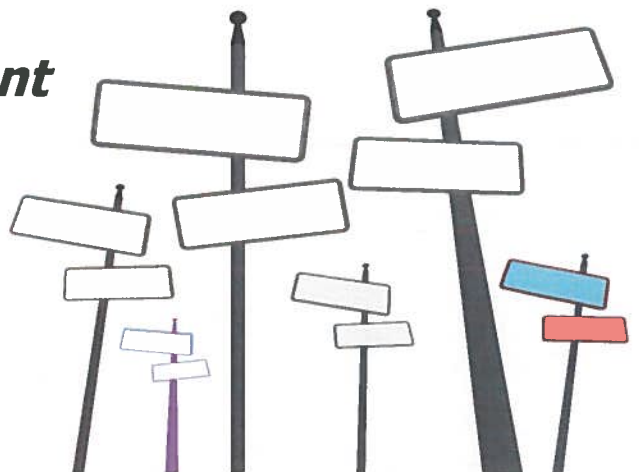
### **Please complete the permit application in its entirety**

Submittal of permit applications do not constitute automatic scheduling; applicants will be notified, via e-mail when their application have been reviewed, accepted and scheduled for the next available Planning & Zoning Commission Meeting.

Applications are valid for 90 days from the date submitted to the Town Office.

**There are no refunds on building application fees**

***A representative must be present  
at the P&Z Meeting for your  
permit to be approved!***





# Sign Permit Application

ALL INFORMATION TO BE PROVIDED BY APPLICANT ~ ALL BLANKS MUST BE FILLED IN

## PROJECT INFORMATION:

Physical Address:
Legal Description (Lot # and Subdivision):
Description (Intent of Permit):
Are the Property Corners Clearly Marked & Identified: (Check Box) <input type="checkbox"/> YES <input type="checkbox"/> NO
Estimated Valuation of Work:

## APPLICANT/CONTRACTOR/CONSULTANTS:

Owner:	Phone:
Mailing Address:	
Sign Manufacturer:	Phone:
Mailing Address:	
Installation Contractor:	Phone:
Mailing Address:	Has Active Business License: Circle One:    Yes    No
Electrical Contractor:	Phone:
Mailing Address:	Has Active Business License: Circle One:    Yes    No
Sub Contractor (If any):	Phone:
Mailing Address:	Has Active Business License: Circle One:    Yes    No
Name of Authorized Representative if Different from Owner:	
Signature of Owner/Authorized Representative:	Date:

## FOR USE BY TOWN:

<b>Date Received:</b>	<b>Permit #:</b>	<b>Zoning District:</b>
<b>Permit Fees:</b>	<b>Paid Fees: (Check#/Cash)</b>	<b>Approval Date:</b>

# Town of Alpine

## SIGN Permit CHECKLIST

- *There will be NO guarantees of being on the following P&Z Agenda if..*

- You wait until the deadline day for turning in your paperwork or,
- If your sign packet is not complete or,
- Your Review is found to be incomplete or not approved by the Town Building Official.

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

Phone #'s: \_\_\_\_\_

Lot#/Subdivision: \_\_\_\_\_

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

*You may submit your Sign Application packet by mail to: PO Box 3070, Alpine, WY 83128*

*Or in person at: 250 River Circle, Alpine, WY 83128*

### **Please complete:**

- ALL information is filled out and submitted as requested by the Town of Alpine
- All Contractors/Subcontractors obtained a Town of Alpine Business License
- Requested Water Main Locate prior to ANY digging (Owner's Responsibility)
- Requested all other utility (electrical, phone, etc) lines located prior to ANY digging (Owner's Responsibility)
- Must have written approval from Homeowner's Association on Building Plans (if Applicable)

### **GETTING A BUILDING PERMIT:**

- \_\_\_\_\_ Sign Permit Application Completed and Signed
- \_\_\_\_\_ Sign Permit Checklist Completed and Signed
- \_\_\_\_\_ Fees, which **MUST** be paid when submitting Sign Permit Application (See Fee Schedule\*\*all fees are non-refundable)
- \_\_\_\_\_ Town Building Official approves Site Plan by conducting an on-site inspection
- \_\_\_\_\_ Town Building Official **Approves Property Corner Identification**, after application submittal of application.
- \_\_\_\_\_ **\*\*\*Above Items Must be completed and approved prior to being placed on the P&Z Agenda**
- \_\_\_\_\_ Planning & Zoning Board approves sign permit

### **YOUR SIGN PACKET MUST INCLUDE:**

#### **Site plan on 8 ½ x 11 paper containing:**

- \_\_\_\_\_ Setback distances
- \_\_\_\_\_ Property corners & measurements according to surveyor's dimensions
- \_\_\_\_\_ Location & Dimensions of sign on property
- \_\_\_\_\_ Distances of easements, roads, etc
- \_\_\_\_\_ WYDOT Right-of-way area (100ft from center line of Hwy)

#### **Additional Information:**

- \_\_\_\_\_ Drawing or picture of sign
- \_\_\_\_\_ Dimensions/measurements of sign
- \_\_\_\_\_ Materials using
- \_\_\_\_\_ Written approval from WYDOT (*if allowed to place sign on their Right-of-Way*)
- \_\_\_\_\_ Lineal feet of building frontage
- \_\_\_\_\_ Square footage of any existing signage

### **Certificate of Completion**

Upon completion of your sign please contact the Town Office to schedule a final inspection to receive your Certificate of Completion

***Yes, I received and understand the Sign Permit Checklist***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date