



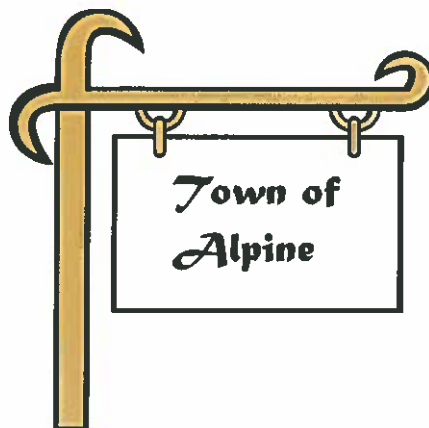
**Town of Alpine**

# SIGN PERMIT APPLICATION

**ALL information DUE NO LATER than 12pm on the Monday of the week prior to the  
scheduled meeting-  
NO EXCEPTIONS WILL BE GIVEN**

**\*Failure to complete any one of the steps warrants cancellation of permit request.  
Applications are valid for 180 days from the date they were submitted to the Town Office.  
There are no refunds on building application fees.**

**P&Z Commission meets the 2<sup>nd</sup> & 4<sup>th</sup> Tuesday of every month at 7:30pm  
A representative must be present for your permit to be approved!**





# SIGN Permit APPLICATION

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

## PROJECT:

|   |
|---|
| Physical Address:                                       |
| Legal Description (Lot#, Block, Tract and Subdivision): |
| Description of Work(Temporary/Free Standing/Wall):      |
| Lineal Square Footage of Building Frontage:             |
| Estimated Valuation of Work:                            |
| Estimated Time Frame of Project (Beginning & Ending):   |

## APPLICANT/CONTRACTOR/CONSULTANTS:

|  |        |
|--|--------|
| Owner:   | Phone: |
| Mailing Address:                                   |        |
| Contractor:  | Phone: |
| Mailing Address:                                   |        |
| Electrical Contractor:                             | Phone: |
| Mailing Address:                                   |        |
| Subcontractor:                                     | Phone: |
| Mailing Address:                                   |        |
| Authorized Representative if different from Owner: | Phone: |
| Signature of Owner or Authorized Representative:   | Date:  |

## FOR USE BY TOWN

|                |                          |            |
|----------------|--------------------------|------------|
| Date Received: | Permit #:                | Use Zone:  |
| Permit Fees:   | Paid Fees: (Check#/Cash) | Date Paid: |

# 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 (if applicable)
- \_\_\_\_\_ *\*\*\*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