



Town of Alpine

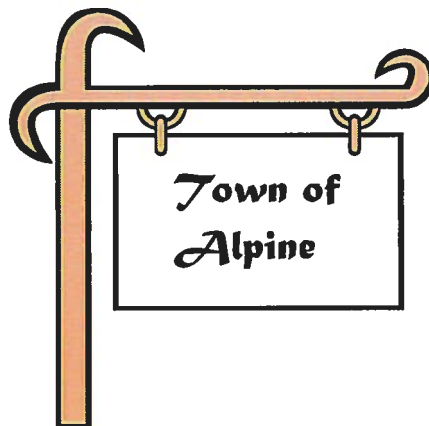
SIGN PERMIT APPLICATION

ALL information DUE NO LATER than 12pm on the Wednesday 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 2nd Tuesday of every month at 7:30pm

A representative must be present for your permit to be approved!



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



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/Window/Building): |
| Are Property Corners Clearly Marked & Identified: |
| Estimated Valuation of Work: |

APPLICANT/CONTRACTOR/CONSULTANTS:

| | |
|--|--------|
| Owner: | Phone: |
| Mailing Address: | |
| Sign Manufacturer: | 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: |