

Instructions for
Signage Permit Application
Sublette County, Wyoming

A sign permit is required for signs announcing or advertising a business including home business and occupations. Signs not included above are required to meet the signs standards but do not require a permit. (see below for standards)

PROCESSING PROCEDURE

A **Sufficient** a Signage Permit includes:

1. Completed Application (attached)
2. Site Plan including sign location
3. Pay the \$75 processing fee (checks payable to Sublette County)
4. Letter of authorization (if applicable)
5. A site plan, showing the property boundaries and dimensions, north arrow, proposed layout of buildings and other structures (both temporary and permanent), internal and adjacent roads, and proposed sign location.
6. Any other additional information the Planning & Zoning Staff may require

A sufficiency review will be completed within 14 days by the County Planning & Zoning Department Staff. If your application is deemed insufficient it will be returned for completion. Once sufficiency is determined, you will be mailed a Signage Permit.

APPLICATION FOR SIGNAGE PERMIT

Sublette County, Wyoming

Filing Fee: \$75.00

Date Submitted_____

_____Date Accepted

Note: If the applicant is not the owner(s), please include a *Letter of Authorization*, authorizing the agent/representative to file an application on behalf the owner(s).

Owner/Applicant:_____

Mailing Address:_____

Phone No.: (Home)_____(Business)_____(Cell)_____

Agent/Representative:_____

Mailing Address:_____

Phone No.: (Home)_____(Business)_____(Cell)_____

Property Location: (Section)_____(Township)_____(Range)_____

Subdivision: _____Filing:_____ Lot: _____Block:_____

Zone:_____Sign Square Ft (length x width): _____ Sign Ht:_____

Type of sign: (check all that apply)

_____ Commercial/Industrial (name, advertising)

_____ *Wall/Window Sign*

_____ Home Business/Occupation

_____ *Freestanding*

_____ *Illuminated*

_____ Other (describe)_____

State Highway Permit Required: _____ Yes_____ No

I hereby grant authorized County personnel the right of ingress and egress to and from said lands for any and all inspection purposes necessary to the evaluation of this application. I certify, to the best of my own knowledge, that the aforementioned information and material is true and correct.

I, _____, say that I am the owner (or agent) of the property involved in this application. The foregoing statements and answers, and those in the attached plans and other exhibits, are true and correct to the best of my knowledge and belief.

Signed _____ Date: _____

Draw sign schematic and location on property below:

Section 25. Signs. No signs or advertising devices shall be erected or maintained in any zoning district except in conformity with the requirements of this section. Signs adjacent to State or Federal highways shall conform to all State and Federal requirements in addition to the requirements of this section. In case of conflict, the more stringent requirement shall govern.

DISPLAY STANDARDS

- a. Measurement of freestanding sign height. The height of a freestanding sign shall be measured vertically from the highest point of the sign to the ground below. Vertical supports for freestanding signs may extend above the maximum height allowed by not more than twelve (12) inches.
- b. Two sided signs. Both sides of a two sided sign may be used for advertising purposes without affecting the permitted maximum size limitation, provided that neither side exceeds the maximum allowed area and the two faces are back to back and are at no point farther than two (2) feet from one another.
- c. Canopy or projecting signs. Canopy or projecting signs may be substituted for wall signs, provided the canopy or projecting signs have a minimum vertical clearance of seven and one-half (7.5) feet and do not project more than four (4) feet from the wall to which it is mounted.
- d. When development is located within one-half (½) mile of a Town, the applicant has the choice of following either the sign regulations of that Town or the County's.

ALLOWABLE SIGNAGE BY ZONING DISTRICT

In Commercial (General and Highway), Recreational Service, Rural Mixed and Industrial (Light and Heavy) districts, as defined by the zoning and development regulations, the maximum total signage permitted each unit of operation (business) for its wall and window signs is the total obtained from the following two tables. To calculate the maximum permissible sign area for a parcel, add the square footages obtained from Tables I and II. If footages fall between numerical categories, the next largest figures are to be used. Prior to the erection of any sign within these zoning districts submittal and approval of a sign permit application is required.

Table I

<u>Length of frontage of building area occupied by unit of operation (sq. ft.)</u>	<u>Sign (ft.)</u>	<u>Length of frontage of building area occupied by unit of operation (sq. ft.)</u>	<u>Sign (ft.)</u>
10 or less	4	100	30
20	8	110	32
30	12	120	34
40	16	130	36
50	20	140	38
60	22	150	40
70	24	170	42
80	26	190	44
90	28	210 or more	46

Table II

<u>Gross building area occupied by unit of operation</u> (sq.ft)	<u>Sign</u> (sq.ft)	<u>Gross building area occupied by unit of operation</u> (sq.ft)	<u>Sign</u> (sq.ft)
200 or less	8	5,000	62
400	16	6,000	64
600	24	7,000	66
800	32	8,000	68
1,000	40	9,000	70
1,200	42	10,000	72
1,400	44	20,000	74
1,600	46	30,000	76
1,800	48	40,000	78
2,000	50	50,000	80
2,500	52	60,000	82
3,000	54	70,000	84
3,500	56	80,000	86
4,000	58	90,000	88
4,500	60	100,000 or more	90

- a. In the General Commercial and Highway Commercial districts, one (1) freestanding sign, the total size which does not exceed forty (40) square feet and does not exceed twenty (20) feet in height shall be allowed. Illuminated signs are permitted.
- b. In the Light Industrial and Heavy Industrial districts, one (1) freestanding sign, the total size which does not exceed forty (40) square feet and does not exceed twenty (20) feet in height shall be allowed. Illuminated signs are permitted.
- c. In the Recreation Service district, one (1) freestanding sign, the total size which does not exceed forty (40) square feet and does not exceed twenty (20) feet in height shall be allowed. Illuminated signs are permitted.
- d. In the Rural Mixed district, one (1) freestanding sign, the total size which does not exceed forty (40) square feet and does not exceed twenty (20) feet in height shall be allowed. Illuminated signs are permitted.
- e. In the Mobile and Manufactured Home Park district, one or more signs shall be permitted, including one freestanding sign not exceeding twenty (20) feet in height, shall be permitted. The total size of all signs shall not exceed 24 square feet. Illuminated signs shall be permitted.
- f. In the Agricultural district, one or more signs shall be permitted, including one freestanding sign not exceeding twenty (20) feet in height. The total size of all signs shall not exceed 24 square feet. Illuminated signs shall be permitted.

PROHIBITED SIGNS

- a. No flashing, blinking, rotating or flickering signs shall be permitted in any district.
- b. Off premise commercial signs or billboard signs shall not be permitted.

- c. Reader board or changeable copy signs shall not be allowed, except as permitted in the exception(s) for SPECIAL PURPOSE SIGNS.
- d. No person shall park any motor vehicle or trailer on public or private property so as to be seen from the public right-of-way which has attached thereto or located thereon any sign for the purpose of advertising a product or directing people to a business activity, except in the course of normal business operations or as permitted as a free standing sign. This does not include customary and incidental use of signs or logos on commercial vehicles used as such in normal business operations.
- e. Inflatable signs or advertising devices shall not be permitted.
- f. Any device in the form of a sign advertising a product or directing people to a business activity which is temporary in nature, or mobile and not permanently affixed to a building or upright support shall not be allowed, except as permitted in the exception(s) for SPECIAL PURPOSE SIGNS.
- g. No signs shall be permitted in any Sublette County Road right-of-way other than signs maintained pursuant to and in discharge of any governmental functions.

EXEMPTED SIGNS

The following signs are not regulated under Section 25:

- a. Construction signs announcing the construction of a building or project naming owners, contractors, and architects not to exceed one (1) sign measuring thirty-two (32) square feet in area, with a maximum height of ten (10) feet, for each street frontage of the building or project.
- b. Signs advertising subdivisions for sale in any zoning district shall be limited to two (2) in number, and together shall not exceed 24 square feet in size, and shall not exceed 8 feet in height. Signs shall not be located closer than 10 feet to any road right of way. No illuminated signs shall be permitted.
- c. Signs related to home occupations and home businesses in any zoning district shall be limited to one freestanding sign not to exceed six (6) feet in height and six (6) square feet in area or one wall sign not to exceed six (6) square feet in area. No illuminated signs shall be allowed.
- d. Traffic signs erected by the State or County or utility signs shall be exempt from the provisions of this section.
- e. Political signs pertaining to any election.
- f. One freestanding sign not exceeding eight (8) feet in height and six (6) square feet in area or one wall sign not exceeding six (6) square feet in area identifying the occupants or owners of a residential property.
- g. Signs for operating oil and gas rigs.
- h. Time and temperature display signs, provided they are kept in good repair and conform with all other requirements contained in Section 25.
- i. Governmental flags.

- j. Private warning signs, such as “No Hunting” or “No Trespassing”.
- k. Historical signs for sites and/or structures having historical significance to the County, provided they do not exceed thirty-two (32) square feet in area, with a maximum height of ten (10) feet.
- l. Guidance or informational signs authorized by a governmental agency provided they do not exceed thirty-two (32) square feet in area, with a maximum height of ten (10) feet.
- m. No more than one (1) open/closed sign and one (1) vacancy/no vacancy and one (1) hours of operation sign and one (1) credit card acceptance sign shall be allowed per business, not to exceed a total of six (6) square feet in area.
- n. Signs that contain noncommercial messages that do not advertise a product or service; provided such signs are not displayed for more than thirty (30) days and do not exceed twenty (20) square feet in area, with a maximum height of ten (10) feet.
- o. Statuary/sculptures and murals, provided there is no connection or advertising context to any business, service or product.
- p. Signs of real estate companies or private individuals announcing a property for sale, rent or lease; provided that no such sign exceeds six (6) square feet in area and that only one (1) sign per property or street frontage is displayed.
- q. Gate or arch signs, with a minimum width of 14 feet and a minimum height of 13.5 feet.

SPECIAL PURPOSE SIGNS

Reader board/changeable copy signs and temporary signs are allowed to be displayed by the following types of businesses, provided any such signs are permitted and conform with all other requirements found in Section 25:

- a. Theaters
- b. Fuel Stations
- c. Liquor Stores
- d. Restaurants
- e. Fair grounds, Rodeo Arenas and Equestrian Centers/Arenas
- f. Temporary Uses; such as farm stands, Christmas tree sales, special events and one-time grand openings