



1002 S 3<sup>rd</sup> Street  
Laramie, WY 82070

307-721-2568  
planning@co.albany.wy.us  
[www.co.albany.wy.us/planning.aspx](http://www.co.albany.wy.us/planning.aspx)

## OUTDOOR SIGN PERMIT APPLICATION

Incomplete applications will be returned

### All Applications Must Include the Following:

- Application:** Fill out the attached application form completely.
- Fees:** All applicable fees. Check or cash only; we do not process credit cards.
- Site Plan:** Submit a complete site plan (see pages four & five).
- Easements:** Include any easements granting you legal access to the property.
- Proof of Ownership:** A copy of the deed, lease, or contract for deed as proof of ownership. This may be obtained from the Albany County Real Estate Office (located within the Courthouse).

### Important Notices

This application will be reviewed by the Planning Office. If it satisfies the requirements of the Zoning Regulations, the application will be approved and the approval packet will be sent to applicant within 14 business days of submittal.

The applicant agrees to abide by the Albany County Zoning Resolution as well as any requirements specific to the property required by Albany County. Application requirements vary depending on the zoning of the property. The Albany County Zoning Resolution can also be viewed at: [www.co.albany.wy.us/planning.aspx](http://www.co.albany.wy.us/planning.aspx). Albany County does not review permits in the context of any existing covenants for the subject property. It is the property owner's sole responsibility to ensure that all covenants are adhered to.

Please call Wyoming One Call (811) at least two business days before you intend to dig (or if you are calling from out-of-state, 1-800-849-2476).

## ONE APPLICATION PER STRUCTURE

Incomplete applications will be returned

Applicant					
Mailing Address					
City		ST		ZIP	
Phone		Cell		Email	

Building Contractor <i>(if applicable)</i>					
City		ST		ZIP	
Phone		Cell		Email	

Site Address					
City		ST		ZIP	

### APPLICATION SIGNATURES AND ACCESS PERMISSION

#### Right to ingress property for assessment, evaluation and inspections.

I hereby grant authorized Albany County Personnel the right to enter onto this said land for any and all inspection purposes necessary to exercise this permit. I certify, to the best of my knowledge, that all information submitted with this application is true and correct.

Owner Signature ( <b>REQUIRED</b> ):		Date:	
Printed Name of Owner:			
Applicant Signature:		Date:	
Printed Name of Applicant:			

If you do not have full ownership of the property, you (as the applicant) and the owner must sign the application as proof of permission to build.

**FOR OFFICE USE ONLY:**

S-	TYPE:	CHECK#	
PIN #	05-	ZONING:	RECEIPT#
SITE ADDRESS			RECEIVED
MAP REFERENCE	T- R- S-	Q- of	APPROVAL DATE

### APPLICATION FEES

<b>Signs:</b>		
<input type="checkbox"/>	On-premise sign	\$50.00 + 2.00/sq. ft.
<input type="checkbox"/>	Off-premise sign	\$100.00 + 2.00/sq. ft.
<b>Late Fee:</b> <i>(A late fee charge of \$100.00 will be assessed for any construction begun prior to approval.)</i>		
<input type="checkbox"/>	Late Fee	\$100.00

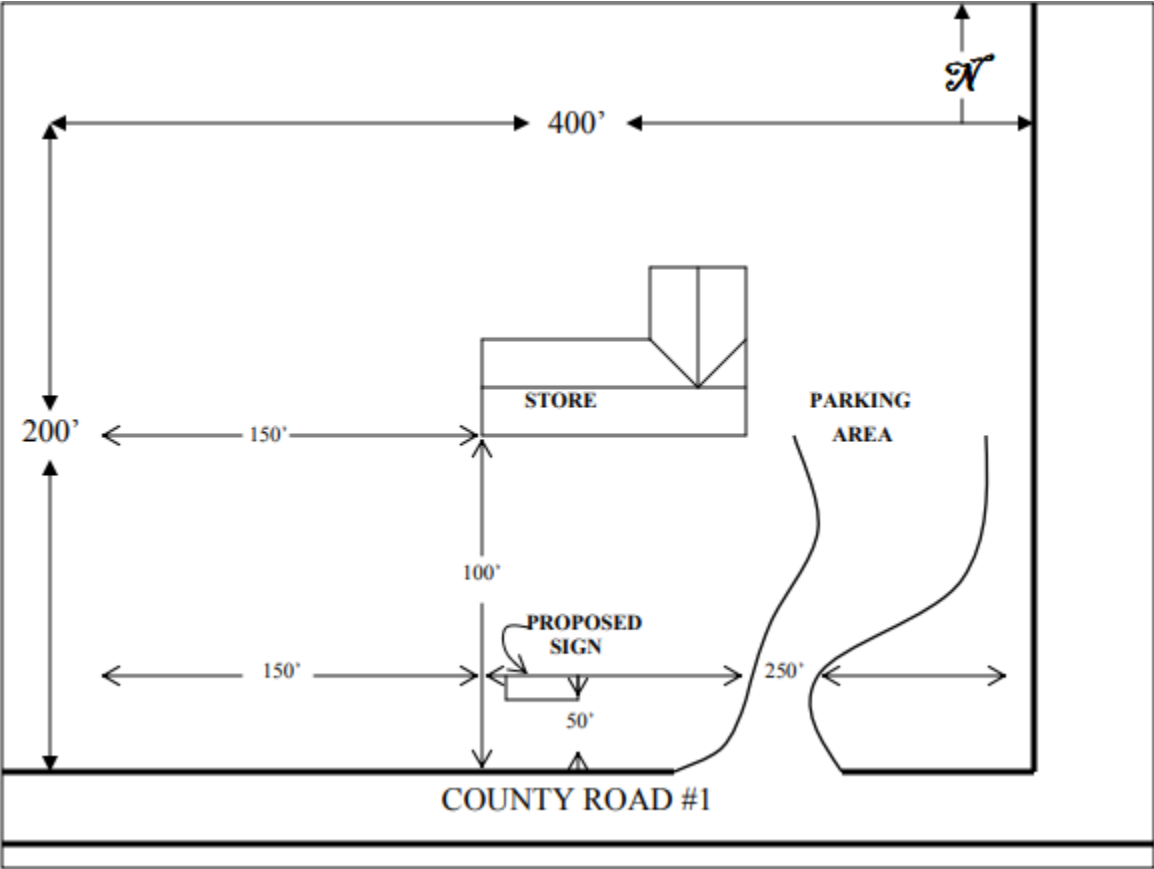
### SITE PLAN REQUIREMENTS

You must include all of the following items

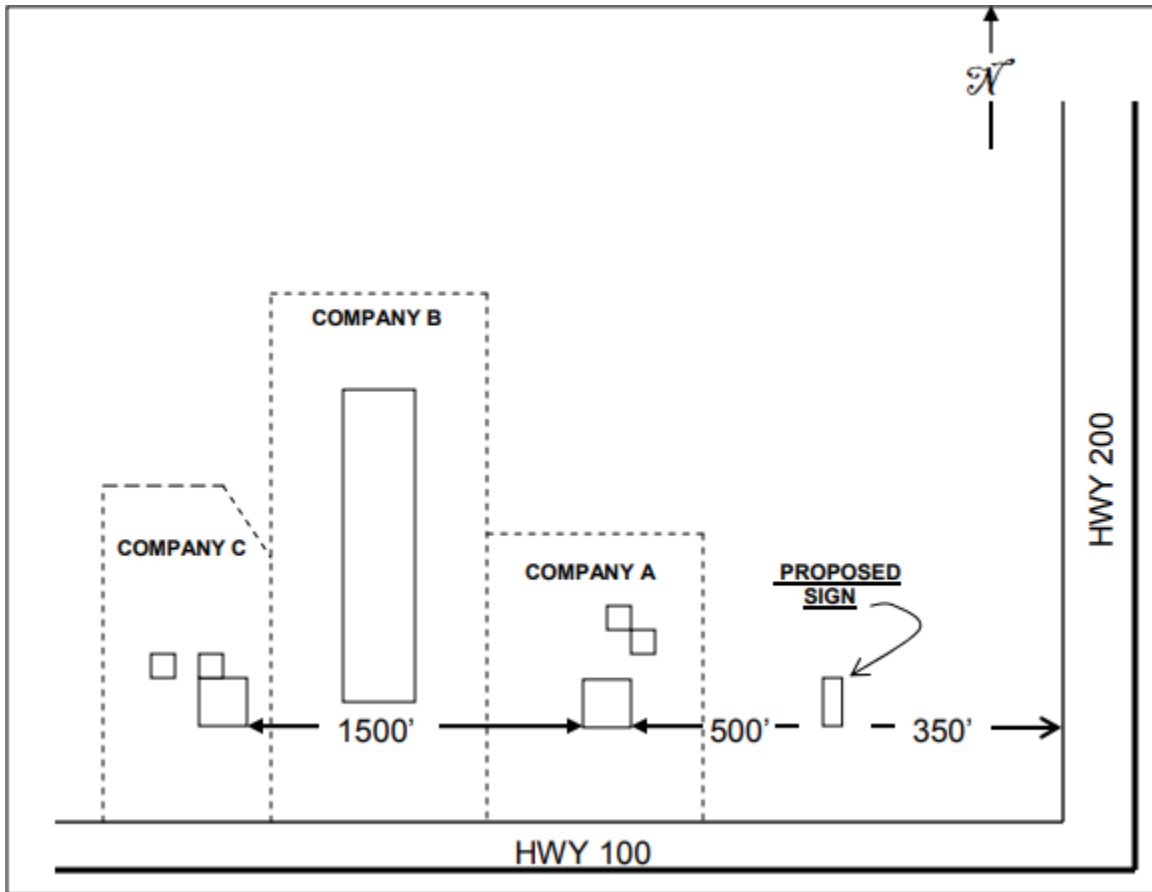
*Please attach a site plan (no larger than 11"x17")*

- Show the entire lot or parcel with dimensions and orient the drawing to the North Arrow.
- Indicate adjacent streets, alleys, and right-of-ways and their names.
- Indicate lot and parcel dimensions.
- Show driveway location by indicating intersection with named public or private road.
- Indicate location of all buildings and other structures and their setback dimensions. Also indicate the location and setbacks of the proposed sign and the dimensions of the buildings if a sign is proposed on the building frontage.
- Indicate other significant features or improvements of the subject property, such as streams, ponds, irrigation ditches, wells, floodplains, septic systems, corrals, fences, towers, or overhead power lines.

**EXAMPLE OF AN ON-PREMISE SIGN SITE PLAN**



## EXAMPLE OF AN OFF-PREMISE SIGN SITE PLAN



### SITE PLAN: PLEASE INCLUDE ALL APPLICABLE ITEMS

1. Lot/parcel and dimensions
2. Building setbacks
3. North arrow
4. Adjacent roads
5. Driveways
6. Lighting plan
7. Location of proposed sign and separation distances to public roads, intersections, structures, and other commercial activities

For an **off-premise** sign, please also identify the following on the site plan, as per Albany County Zoning Resolution standards:

1. The proposed sign is no less than 500' from the nearest residential area.
2. The proposed sign is no more than 660' from the nearest commercial/industrial area.
3. The proposed sign is no less than 300' from the nearest road intersection.

# EXAMPLE CONSTRUCTION DRAWINGS

