



Albany County Planning Office

1002 S 3RD Street, Laramie, WY 82070
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planning@co.albany.wy.us
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. 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 (REQUIRED):				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:		
SITE ADDRESS						RECEIPT#	
MAP REFERENCE		T-	R-	S-	Q-	of	APPROVAL DATE

APPLICATION FEES

Signs:		
<input type="checkbox"/>	On-premise sign	\$50.00 + 2.00/sq. ft.
<input type="checkbox"/>	Off-premise sign	\$100.00 + 2.00/sq. ft.
Late Fee: <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

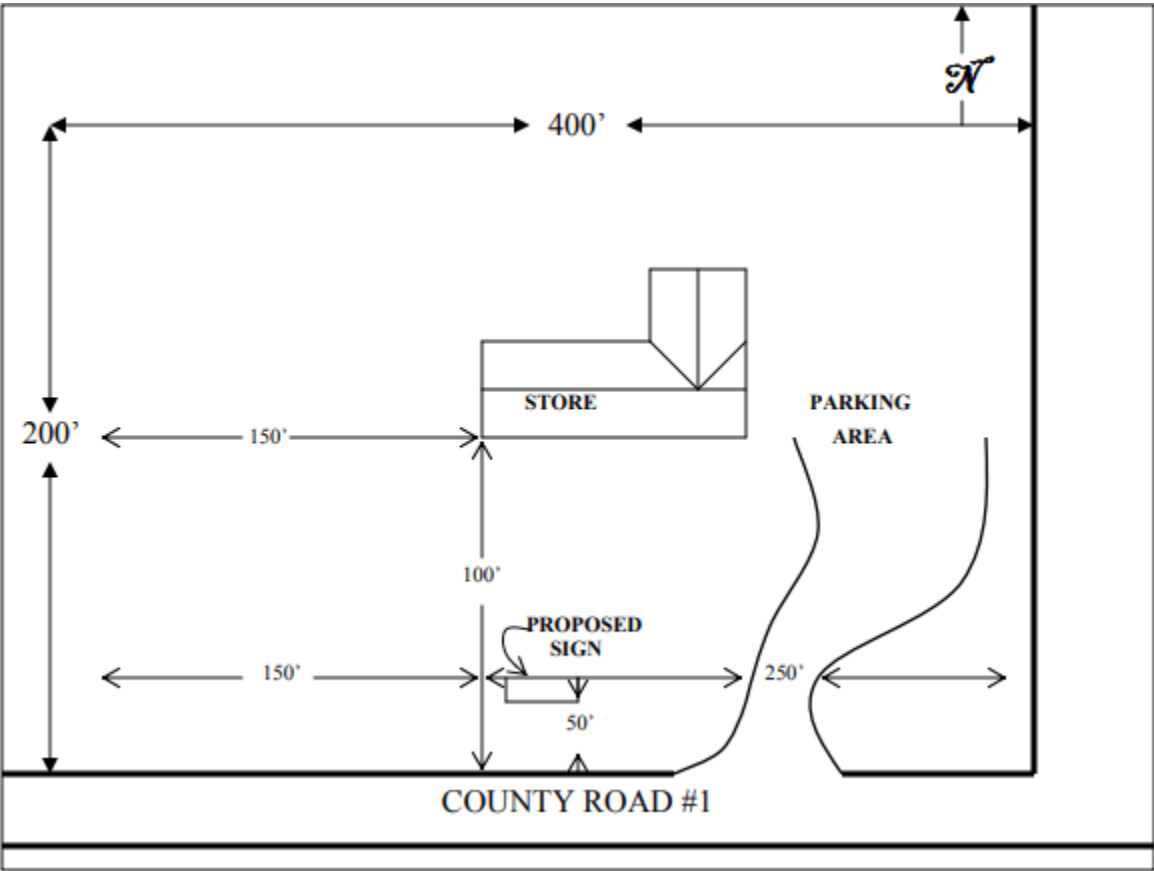
SITE PLAN REQUIREMENTS

You must include all of the following items

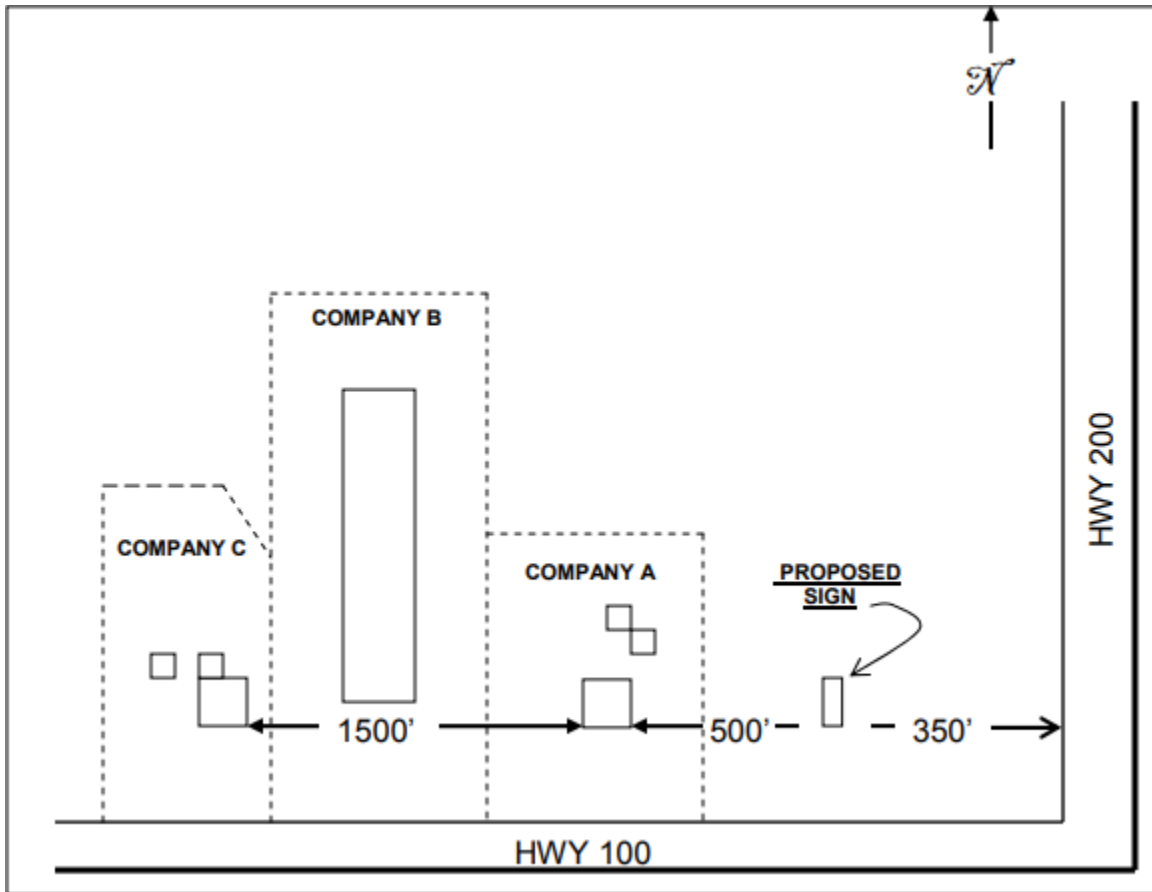
Please attach a site plan (no larger than 11"x17")

- 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

