



# CITY OF ROCK SPRINGS SIGN APPLICATION

Planning & Zoning Division  
212 D Street  
Rock Springs WY 82901  
307.352.1540 (phone)  
307.352.1545 (fax)

**City Use Only:**

Date Received \_\_\_\_\_ File Number: \_\_\_\_\_

Approved     With Conditions Below     With Conditions Attached on Separate Sheet     Denied

Contact the Building Department at (307) 352-1540 for building permit submittal requirements.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Action: \_\_\_\_\_ By: \_\_\_\_\_

\$10.00 Application Fee

**PROPERTY INFORMATION**

**PID:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Property Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Legal Description Quarter: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Zoning: \_\_\_\_\_ Overlay: \_\_\_\_\_ Floodplain Designation: \_\_\_\_\_

**CONTACT INFORMATION**

Petitioner: Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Property Owner: Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Engineer/Architect: Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

**SIGN DEFINITIONS AND SIGN TYPE REQUEST:** The following definitions will assist you in completing this application. **Please review them carefully and then place a mark ✓ next to each sign type you are requesting.**

- Sign: A device designed or intended to convey information to the public in written or pictorial form, including text, figures, numerals, emblems, trademarks, trade names or any combination thereof.
- Address / Nameplate Identification Sign: A sign that identifies the address for each residence and business, provided that, for residential uses said signage shall not exceed two (2) square feet in area and shall not contain the name of any business.
- Awning Sign: A sign incorporated into or attached to an awning or canopy. Awnings and canopies shall be considered to be an integral part of the structure to which they are accessory. Signs may be attached to the surface of a canopy or awning and shall be considered a wall sign.
- Billboard or Off-Premise Sign: A permanently affixed freestanding sign whereon advertising matter is displayed conspicuously and which advertising does not apply to the premises or any use of the premises upon which the signage is located.
- Digital Billboard Sign: An Off-Premise Electronic Message Board Sign.  
**\*\*Requires Conditional Use Permit Approval by the City of Rock Springs Planning & Zoning Commission. Refer to §13-818.D(5)\*\***
- Electronic Message Board Sign: A sign with a fixed or changing display/message composed of lights that may be changed through electronic means, but shall not include signage devoted solely to display of time/temperature or fuel pricing.  
**\*\*Requires Conditional Use Permit Approval by the City of Rock Springs Zoning Administrator. Refer to §13-818.D(6)\*\***
- Flashing Sign: A sign which sends out a sudden brief light within the time sequence of 10 seconds or less. Flashing signs are prohibited in the City of Rock Springs.
- Freestanding Sign: Any sign permanently affixed to the ground but not affixed to a building, except that off-premise signs and electronic message boards shall comply with specific requirements contained in this section.
- Governmental Purpose Sign: Any sign erected or authorized to be erected by Director of Engineering & Operations and which performs an expressly governmental purpose. Said signs shall include traffic signs, street signs, trailblazer signs and wayfinding signs.
- Identification Sign: A permanent, on-premise, freestanding sign identifying a residential, institutional, public, commercial or industrial development or project and including the name of the development or project.
- Illuminated Sign: A sign lighted by or exposed to artificial lighting by lights on, in or directed toward the sign.
- Internal Sign: A sign located on the inside of a building, whether or not said sign is visible from the exterior of the building.
- Interstate Oriented Sign: A freestanding sign located within 2,500 feet of the center point of any interstate interchange.
- Moving Sign: A sign which changes place or position by way of movement. This shall include revolving and rotating signs. Moving signs are prohibited in the City of Rock Springs.
- Mural Sign: Any picture, scenery, drawing or diagram painted on any exterior wall or fence that does not contain advertising, e.g. business name, logo, symbols, trademarks, lettering, numerals, etc. Murals determined to be advertising shall be considered a sign and shall be included in the calculations of allowable sign area in those districts where said signage is regulated
- Political Sign: A sign identifying and urging voter support for a particular election issue, political party or candidate for public office.
- Portable Sign: Any temporary sign not permanently affixed to the ground or a building. Portable signs shall include, but are not limited to, signs mounted or painted upon on a trailer, bench, wheeled carrier, fence or vehicle.
- Projecting Sign: Any sign that is attached to and projects perpendicular from the wall or face of a building.
- Promotional Development Sign: Signs erected for the purpose of selling or promoting a residential project of ten (10) or more dwelling units or any non-residential project that is under construction. Signage shall include the name of the project and may include the name of the owner, architect, engineer or contractor.
- Real Estate Sign: A temporary sign that relates to the sale, lease or rental of an individual property or building.
- Roof Sign: Any sign erected upon, against, or directly above a roof or roof eave, or on top or above the parapet, or on a functional architectural appendage above the roof or roof eave.
- Temporary Sign: A sign not intended or designed for permanent display.
- Traffic Directional Sign: Signage used for the purpose of guiding traffic on-site.
- Wall Sign: A sign fastened to or painted on the wall of a building or structure in such a manner that the wall becomes the supporting structure for, or forms the background surface of, the sign and which does not project more than 12 inches from such building or structure.

**PROHIBITED SIGNS**

- ⊗ Revolving beacons.
- ⊗ Flashing and animation signs.
- ⊗ Signs containing any indecent or offensive picture or written matter.
- ⊗ Home occupation signs.

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

**NOTE: Application will be considered incomplete if any of the following questions are left blank.**

Please refer to §13-818 of the Rock Springs Zoning Ordinance for regulations related to permitted signage within each Zoning District.

Property

- 1. Zoning for Property: \_\_\_\_\_
- 2. Lot Street Frontage (*in feet*): \_\_\_\_\_
- 3. Distance of proposed sign from nearest intersection (*in feet*): \_\_\_\_\_
- 4. Distance of proposed sign from nearest residential district (*if illuminated*): \_\_\_\_\_

Existing Signage

- 1. Number of existing freestanding signs on property: \_\_\_\_\_
- 2. Sign separation between existing freestanding sign(s) to proposed sign (*in feet*): \_\_\_\_\_
- 3. Total sign area of existing freestanding signs on property (*in square feet*): \_\_\_\_\_
- 4. Total sign area of existing wall signs on property (*in square feet, B-3 Zones only*): \_\_\_\_\_

Proposed Signage

- 1. Sign Area (*see definitions*) of proposed sign (*in square feet*): \_\_\_\_\_
- 2. Height\*\* of proposed sign: \_\_\_\_\_

**\*\* Conditional Use Permit approval may be required. Refer to §13-818.D\*\***

- 3. Width of proposed sign: \_\_\_\_\_
- 4. Vertical clearance of proposed sign: \_\_\_\_\_

Billboards Only

- 1. Distance to next closest billboard along same side of road: \_\_\_\_\_

Interchange Signs Only

- 1. Distance to Interchange center point: \_\_\_\_\_
- 2. Elevation of sign above center point: \_\_\_\_\_

Roof Signs Only

- 1. Height above parapet of building: \_\_\_\_\_
- 2. Square area of side of building above which sign will be affixed: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS:**

- Completed Application and Application Fee. *Cash or check made payable to the "City of Rock Springs". **NOTE: The application fee covers ALL of the proposed signage for the same business on the same property.***
- IF APPLICABLE** - Conditional Use Permit Filing Fee - \$60.00  
*Applicant may make one payment for \$70 total (\$10 Sign Fee plus \$60 Conditional Use Permit Fee), cash or check made payable to the "City of Rock Springs".*
- Two copies of a Site Plan depicting the property boundaries, buildings, **location of all existing and proposed free-standing signage**, and adjacent right-of-way areas (*see checklist below*). Site plan should be submitted on paper no larger than 11" x 17". If submitted on a size larger than 11" x 17", one reduced copy on an 11" x 17" page shall be required.
- Two copies of a Sign Diagram depicting the proposed sign area (*in square feet*), height, width, and vertical clearance (*see attached checklist*). The Sign Diagram should be submitted on paper no larger than 11" x 17".

**SITE PLAN CHECKLIST**

The following items shall be shown on your Site Plan (*check them off as you consider each one*).

- Project Address
- Names and mailing addresses of developer / owner and engineer / architect
- North arrow and scale
- Boundary line of property with all dimensions
- Adjacent streets and street rights-of-way
- Dimensions of existing and proposed structures including fences.
- All paved and unpaved surfaces
- Easements and utilities (access, water, power, sewer, drainage, pedestrian, etc.)
- Sidewalks, driveways, walkways, loading areas and docks, bikeways
- Exterior freestanding signs and billboards
- Location of Floodplain and/or Floodway on property, if applicable (separate Floodplain Development Permit Application also required)

**SIGN DIAGRAM CHECKLIST**

The following items shall be shown on your Sign Diagram (*check them off as you consider each one*):

- Name of project / development
- Location of project / development by street address
- Name and mailing address of applicant
- Name and mailing address of property owner
- Date of diagram preparation
- Scaled drawing of sign, including the following:**
  - Sign dimensions (height & width)
  - Sign area in square feet, including number of sides
  - Sign vertical clearance
  - Hours of illumination

**SIGNATURE(S) REQUIRED:**

I acknowledge that I have read and understand this application and the pertinent regulations. I further agree if the permit is approved, I will comply with all pertinent regulations and conditions as set forth by the City of Rock Springs. I certify that the information provided with this application is true and correct and false or inaccurate information used by an applicant to secure compliance with the Zoning Ordinance shall be reason to deny or revoke any application or permit. I understand that it is the responsibility of the developer and/or property owner to secure any and all required Local, Federal and State Permits (i.e. City of Rock Springs Building Permits, DEQ permits, County Permits, etc.) and I agree to contact those agencies accordingly.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Signature of Engineer/Architect (if applicable) \_\_\_\_\_ Date \_\_\_\_\_