



2020
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: _____

Payment Information:

Cash or Check Number: _____ Amount Received: _____ Received by: _____

Date Certified as Complete Application: _____ By: _____

A. PROPERTY ADDRESS: _____

(NOTE: IF THE PROPERTY DOES NOT HAVE AN EXISTING ASSIGNED ADDRESS, LEGAL DOCUMENTATION OF THE LOCATION MUST BE SUBMITTED - i.e. Property Tax ID Number, Legal Description, etc.)

B. CONTACT INFORMATION:

NOTE: The City of Rock Springs will only send correspondence to the names and mailing addresses provided on this application. Attach a separate sheet if necessary.

Petitioner Information:

Petitioner Name: _____
Company Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Email Address: _____
Phone Number: _____ Fax Number: _____
(including area code) (including area code)

Property Owner Information:

Name: _____
Company Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Email Address: _____
Phone Number: _____ Fax Number: _____
(including area code) (including area code)

Engineer / Architect Information:

(if applicable)

Name: _____
Company Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Email Address: _____
Phone Number: _____ Fax Number: _____
(including area code) (including area code)

C. 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. _____

D. 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: _____

E. SUBMITTAL REQUIREMENTS:

The following items are required for submitting a complete Sign Application. An incomplete application will not be reviewed and will be returned to the petitioner.

- Sign Filing Fee - \$10.00, cash or check made payable to the "City of Rock Springs". **NOTE: For applications proposing multiple signs (e.g. two wall signs and a freestanding sign) on the same property, the \$10 fee covers ALL of the proposed signage.**
- 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". Refer to the Conditional Use Permit Application for submittal deadlines and schedule.
- 2 (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.
- 2 (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".
- Completed Sign Application Form, including property owner & sign contractor signature(s).

F. SITE PLAN CHECKLIST

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

- Name of project / development
- Location of project / development by street address
- Location map, including area within one-half mile of site
- Name and mailing address of owner
- Name and mailing address of applicant
- Date of plan preparation
- North point indicator
- Scale of not less than 1" to 100'
- Boundary lines of property with dimensions
- Location, identification and dimension of existing and proposed:**
 - Adjacent streets and street rights-of-way
 - On-site streets and street rights-of-way
 - Buildings and structures
 - Sidewalks, driveways, walkways, loading areas and docks, bikeways
 - Exterior freestanding signs and billboards
 - Drainage, utility and other easements

G. 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
- Scale
- 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

H. SIGN – PLANNING REVIEW PROCEDURES:

- 1) Once staff determines an application is complete, a Utility Review meeting may be held to discuss your application, approximately 6-10 days after. Utility Review Meetings are typically scheduled for Tuesday afternoons. It is required that the applicant or a representative attend this meeting. Notice will be sent stating the time, date and location of the meeting. Notices will be sent only to those listed on this application.
- 2) **Signs requiring Conditional Use Permit Approval – refer to the Conditional Use Permit Application.**
- 3) Applicant must make any necessary site plan revisions that are discussed during the Utility Review meeting or provided on the Utility Review Comment Forms.
- 4) After a revised site plan is submitted, planning approval of the site plan may be granted if all comments have been addressed and all issues have been resolved. Applicant will be notified via letter of Site Plan approval.
- 5) Once site plan approval has been granted, applicant may proceed with obtaining necessary building permits.

NOTE: Sign approval (Planning) does not constitute building permit approval. Contact the Rock Springs Building Department at (307) 352-1540 for submittal requirements.

I. SIGNATURE(S) REQUIRED:

I acknowledge that I have read and understand this application and the pertinent Sign regulations. I further 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 applicant and/or property owner to secure any and all required Local, Federal and State Permits (i.e. 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 _____