



SIGN PERMIT APPLICATION  
 69 PINEDALE S ROAD, P.O. BOX 709 PINEDALE, WYOMING 82941-709  
 PHONE: (307) 367-4136  
 FAX: (307) 367-2578  
 hayleyryckman@townofpinedale.us

Permit is required for	Permit NOT required for (§ 475-157)
<ul style="list-style-type: none"> <li>• New business/organization signs (wall, window, or free-standing)</li> <li>• Replacing the sign face in an old bracket with a new business/organization, replacing with a different type such as illuminated</li> <li>• Banners as a business sign or advertising products and services</li> </ul>	<ul style="list-style-type: none"> <li>• Signs required by law or authorized for a public purpose; Cornerstones and historical markers.</li> <li>• Event banners, left up for less than 2 weeks</li> <li>• Political signs</li> <li>• Decorations of a temporary nature.</li> <li>• Sign Maintenance</li> <li>• Real-estate signs under 6 square feet (3'x2')</li> <li>• Window displays of actual merchandise.</li> <li>• Noncommercial signs which are informational and directional signs with no advertising.</li> <li>• Traffic signs; Danger or warning signs of a cautionary nature.</li> </ul>
<b>Prohibited Signs (§ 475-158)</b>	
<ul style="list-style-type: none"> <li>• Off-premise signage is not permitted.</li> <li>• No "revolving beacon," "fountain" or "flashing" signs of such intensity and so located that they could detract a motorist's vision from normal safe driving shall be permitted in any district.</li> <li>• No sign can be installed that conflict with the operation of public devices controlling public traffic.</li> <li>• No overhanging or freestanding signs shall be permitted in any public right-of-way, except approved traffic control and direction devices.</li> </ul>	

Permitted Signs by District (§ 475-159)	
<b>R-1</b>	For Sale, Temporary construction
<b>R-2</b>	Building complex, Bulletin, Home occupation, For Sale, Temporary construction
<b>R-2A</b>	Building complex, Bulletin, Home occupation, For Sale, Temporary construction
<b>R-4</b>	Illuminated, Building complex, Bulletin, Home occupation, For Sale, Temporary construction
<b>MH</b>	Illuminated, Building complex, Bulletin, Home occupation, For Sale, Temporary construction
<b>C-1</b>	Business ,Flashing, Illuminated, Bulletin, Home occupation, For Sale, Temporary construction
<b>C-2</b>	Business ,Flashing, Illuminated, Bulletin, Home occupation, For Sale, Temporary construction
<b>I-L</b>	Business ,Flashing, Illuminated, Sandwich, Home occupation, For Sale, Temporary construction
<b>I-2</b>	Business ,Flashing, Illuminated, Sandwich, Home occupation, For Sale, Temporary construction
<b>A</b>	Business ,Illuminated, Bulletin, Home occupation, For Sale, Temporary construction
<b>R-S</b>	Bulletin, Home occupation, For Sale, Temporary construction

**FEE:** Fee is determined by resolution, refer to [www.townofpinedale.s](http://www.townofpinedale.s) or contact the Town for the fee..

**ENCROACHMENT OF RIGHT-OF-WAY:** If the business/organization is located within a building that encroaches into the Pine Street right-of-way, and the sign will encroach, an encroachment permit must be approved by the Wyoming Dept. of Transportation prior to the Town of Pinedale issuing a sign permit. Contact the WYDOT District 3 Office at **307-352-3000** for encroachment permit information.

**MAINTENANCE (§ 475-160):** Signs shall be maintained in a good state of repair. Broken signs, signs unreadable because of deterioration, and signs on vacant buildings may be ordered repaired or removed by the Zoning Administrator.

**VALIDITY:** Sign permits are valid for the life of the sign until it is replaced by another business/organization/size or type (e.g. wood to illuminated).



SIGN PERMIT APPLICATION  
 69 PINEDALE S ROAD, P.O. BOX 709 PINEDALE, WYOMING 82941-709  
 PHONE: (307) 367-4136  
 FAX: (307) 367-2578  
 hayleyryckman@townofpinedale.us

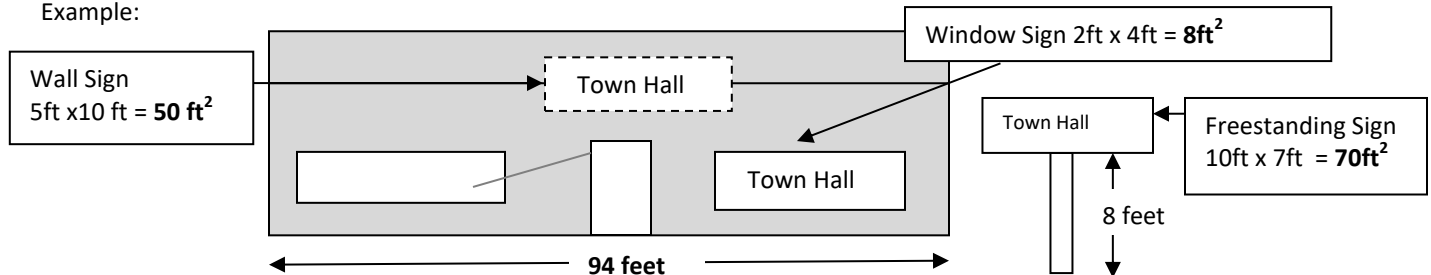
### CALCULATIONS FOR SIGN AREA

- The structure or bracing of any sign shall be omitted from measurement unless such structure or bracing has been made an integral part of the message.
- There a sign has two or more display faces, the area of all faces shall be measured unless such faces join back to back, are parallel to each other and are no more than 24 inches apart.
- Area of any backing/background material that is a part of the sign display shall be included in the sign area to be measured.
- The area of any sign shall be measured by determining the sum of the area of each square, rectangle, triangle, circle or portion or combination thereof that encompasses the outer limits of all portions of the sign, message or display.

### BUSINESS / ORGANIZATION SIGN

- The maximum amount of business signage a building is permitted is figured by the frontage of the building times two, regardless of the number of tenants. It is recommended that property owners with multiple spaces/tenants figure out the maximum signage allowed and ensure it is evenly allotted between tenants.
- The frontage of the building, is the building length that faces the street.

Example:



Acceptable square footage for sign = frontage x 2 = 94 ft x 2 = 188 ft<sup>2</sup> of permitted sign space.  
 The building occupants may erect up to 188 square feet of signage whether it is wall, window or freestanding.  
 Wall sign + Window sign + Freestanding sign = 50 ft<sup>2</sup> + 8 ft<sup>2</sup> + 70ft<sup>2</sup> = 128 ft<sup>2</sup> < 188 ft<sup>2</sup> → OK!

### TOWN OF PINEDALE ORDINANCE SIGN REFERENCES

#### BUSINESS SIGNS (§ 475-161)

- The total gross surface area (number of square feet) shall not exceed two times the number of linear feet in frontage of the building. The gross surface area for signs (in square feet) is the total surface area of all signs, small and larger measured in square feet, for the business. For back to back signs, only the surface area of one sign need be included for the gross area. The total surface area shall not exceed 400 square feet for each face of the sign. Individual letters, with no background, shall be measured by the minimum rectangular area necessary to encompass such letter or by a combination of rectangles as are necessary to encompass letters of irregular dimension.
- Any sign located within three feet of a driveway or parking area or within 50 feet of the intersection of two or more streets shall have its lowest elevation at least 10 feet above curb level.
- In a unified shopping center in single ownership or control, one additional sign may be erected to identify the center. The sign may be freestanding or attached to a building wall. The sign shall display no more than the name and location of the shopping center. The sign shall not exceed 30 feet in height and 15 feet in width, and its bottom edge shall be at least eight feet above the ground level.
- Signs within 50 feet of a residential district shall be affixed to or be a part of the building.
- No sign shall be permitted in or to project into the road or highway right-of-way, and no sign shall be located in a manner to constitute a traffic hazard



SIGN PERMIT APPLICATION  
69 PINEDALE S ROAD, P.O. BOX 709 PINEDALE, WYOMING 82941-709  
PHONE: (307) 367-4136  
FAX: (307) 367-2578  
hayleyryckman@townofpinedale.us

- Flashing signs shall be permitted after it is first determined by the Zoning Administrator that the location and colors will in no way create confusion with traffic lights and with lights on emergency vehicles, and that the direct rays of light are not directed into any dwelling district.
- Nonflashing signs shall be permitted, providing the sign is illuminated only during business hours when the sign is located adjacent to a residential district; providing that, where the sign is illuminated by a light or lights reflected upon it, direct rays of light shall not beam upon any residential building or into any residential district or into any street. Clocks and/or thermometers for public convenience and information are exempt from the time limitation.

#### **ILLUMINATED SIGNS (§ 475-162)**

- A. Nonflashing lighted signs shall be permitted in the stipulated districts and providing that, where the sign is illuminated by a light or lights reflected upon it, direct rays of lights shall not beam upon any residential building, or into any dwelling district.
- A. Lighted signs in direct vision of a traffic signal shall not be in red, green or amber illumination.

#### **BUILDING COMPLEX SIGNS (§ 475-163)**

In a mobile home subdivision, planned mobile home development or institutional or residential building complex, in addition to other signs which may be allowed, a sign may be erected to identify the building complex. The sign may be freestanding or attached to the building wall. The sign shall display no more than the name and location of the building complex. The sign shall not exceed 100 square feet in area.

#### **BULLETIN SIGNS (§ 475-164)**

Bulletin boards and signs may be erected for churches and other similar public institutions in the designated districts subject to:

- One sign or bulletin board shall be permitted on each street frontage if located on the same site as the principal building.
- If the sign or bulletin board is illuminated, the lights shall be directed away from adjoining residential uses.
- No sign or bulletin board shall exceed 24 square feet in area.
- No sign shall be located closer than eight feet from any side or rear property line.
- A sign or bulletin board located in the front yard shall be no closer to the street line than 1/2 the required front yard.
- A sign or bulletin board, affixed to a building, shall not project higher than one story, or 10 feet above the ground level, whichever is lower.
- Ground signs shall be permanently anchored to the ground and shall not exceed a height of six feet above normal grade.
- Buildings constructed on the property line prior to the adoption of the ordinance codified in this chapter shall be allowed one identification sign only when the sign is a flat wall sign and permanently attached to the building.
- On corner lots, no sign shall be so constructed or so located that will obstruct the view of traffic approaching the street intersection.

#### **HOME OCCUPATION SIGNS (§ 475-165)**

Any sign advertising a home occupation shall be subject to the following limitations:

- The sign shall consist only of a nonilluminated nameplate.
- The nameplate shall not exceed two square feet in area.
- The nameplate shall show only the name and/or address of the applicant.
- There shall be no more than one nameplate for each dwelling unit.
- The nameplate shall be affixed to the dwelling unit, flat against the wall.

#### **FOR-SALE or FOR-RENT SIGNS (§ 475-166)**

For-sale or for-rent signs not exempted from the provisions of these regulations shall be subject to the following conditions:

- Only one such sign shall be permitted for each front line of a zone lot.
- No sign shall exceed five square feet in area.



SIGN PERMIT APPLICATION  
69 PINEDALE S ROAD, P.O. BOX 709 PINEDALE, WYOMING 82941-709  
PHONE: (307) 367-4136  
FAX: (307) 367-2578  
hayleyryckman@townofpinedale.us

- Signs shall be located no closer than five feet from any property lines, providing the sign does not obstruct traffic.
- When the sign is affixed to a building, it shall not project higher than one story or 10 feet above the ground level.
- Ground signs shall not project higher than six feet above ground grade.

**TEMPORARY CONSTRUCTION SIGNS (§ 475-167)**

No more than two such signs shall be allowed on any zone lot where construction or development is taking place. Only one sign permit shall be issued per each building permit issued.

- No sign shall exceed 10 feet in height.
- The total sign area for any zone lot shall not exceed 64 square feet.
- Signs may be illuminated but shall not be flashing or animated or have moving parts.
- Permits for such signs shall be valid only for the duration of the construction or development activity.

**SIGN AREA MEASUREMENT (§ 475-168)**

The structure or bracing of any sign shall be omitted from measurement unless such structure or bracing has been made an integral part of the message.

- Where a sign has two or more display faces, the area of all faces shall be measured unless such faces join back to back, are parallel to each other and are no more than 24 inches apart.
- Area of any backing/background material that is a part of the sign display shall be included in the sign area to be measured.
- The area of any sign shall be measured by determining the sum of the area of each square, rectangle, triangle, circle or portion or combination thereof that encompasses the outer limits of all portions of the sign, message or display.

**POLITICAL SIGNS (§ 475-168.1)**

A political sign is a sign that promotes the nomination or election of a particular candidate, a particular political party or particular election issues during any phase of the election process. Political signs shall not be erected prior to 30 days before the next scheduled election or primary election and must be removed within five days after that election for which the sign is intended. Political signs may not be placed in the public right-of-way of any street, road or highway from May 15 through October 1 which is mowed by the Town or without the permission of the adjoining property owner. A sign shall not extend over the curb, gutter or roadway of any city or state street, road or highway. This section shall be in full force and effect from and after passage on three readings and publication according to law.



**TOWN OF**  
**PINEDALE**  
**WYOMING**

SIGN PERMIT APPLCIATION  
 69 PINEDALE S ROAD, P.O. BOX 709 PINEDALE, WYOMING 82941-709  
 PHONE: (307) 367-4136  
 FAX: (307) 367-2578  
 hayleyryckman@townofpinedale.us

<b>OWNER</b>	PROPERTY OWNER NAME
	MAILING
	PHONE _____ EMAIL _____
<b>LEESE</b>	BUSINESS / RENTER (IF DIFFERENT THAN PROPERTY OWNER)
	MAILING ADDRESS
	PHONE _____ EMAIL _____
<b>AGENT</b>	BUSINESS / RENTER (IF DIFFERENT THAN PROPERTY OWNER)
	MAILING ADDRESS
	PHONE _____ EMAIL _____

<b>LEGAL</b>	LOT _____ BLOCK _____ ADDITION _____
	LOT SIZE / AREA _____ STREET ADDRESS _____
	ZONE _____ PIDN _____
	CORNER LOT: <input type="checkbox"/> NO <input type="checkbox"/> YES (IF YES, REFER TO NOTE 1 IN TABLE ABOVE)

<b>SIGN DETAILS</b>	TYPE OF SIGN(S): <input type="checkbox"/> BUSINESS <input type="checkbox"/> BULLETIN <input type="checkbox"/> FOR SALE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> SANDWICH <input type="checkbox"/> ILLUMINATED <input type="checkbox"/> FLASHING <input type="checkbox"/> HOME OCCUPATION <input type="checkbox"/> BUSINESS COMPLEX <input type="checkbox"/> FREE-STANDING <input type="checkbox"/> WALL/WINDOW <input type="checkbox"/> OTHER:
	LENGTH OF BUILDING FRONT (INFEET): _____
	MAX SQUARE FOOTAGE AREA FOR SIGN = LENGTH OF BUILDING X2 :
	NUMBER OF SIGNS TO BE INSTALLED:
	SIGN DIMENSIONS (INCLUDE IN LENGTH, HEIGHT, RADIUS, ETC.):
	TOTAL SQUARE FOOTAGE OF SIGNS:
SIGN DESCRIPTIONS AND CONTENT:	

*I hereby acknowledge that I have read this application and stated that the information contained herein is accurate to the best of my knowledge and agree to comply with all town ordinances and state laws regulating building construction. By signing below, the applicant certifies that they are authorized by the owner to act as their agent.*

Applicant Signature \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

PERMIT FEE:	CASH	MO	CREDIT	CH#
Permit Number:	_____			
Date:	_____			
Permit Approved By:	_____			