



COMMUNITY DEVELOPMENT DEPARTMENT  
SIGN PLAN REVIEW APPLICATION

STAFF USE  
File #: SGN2023-\_\_\_\_\_  
P&Z Invoice: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Project Address: \_\_\_\_\_ Cody, WY Zoning: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Phone/Cell: \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

- Types of Signs:  Attached Wall  Projecting  Awning  Banner (Temporary)  Inflatable (Temporary)  
 Freestanding  Monument  Electronic Message Board  Temporary A-Frame  
 Other (Marquee, Suspended, Bulletin, Billboard, Subdivision, etc.)—Please describe \_\_\_\_\_

Is the sign in the Downtown Sign District? (1/2 block each side of Sheridan Avenue, from 9<sup>th</sup> St. to 16<sup>th</sup> St.)  No  Yes

Will an existing sign be replaced by the proposed sign(s)?  No  Yes (If yes, note which sign in the description below.)

Brief Description of Proposal: \_\_\_\_\_

**FEE SCHEDULE:**

Each sign application must be accompanied by the applicable review fee.

- Off-Premise Temporary A-Frame Sign(s) No Fee
- Any sign application submitted with a Site Development Application No Additional Fee
- Attached wall, projecting, awning, or inflatable sign; or a freestanding sign on an existing sign post \$40.00
- A freestanding sign requiring a new base structure, or an electronic message board. \$50.00 (\$10 each additional)
- Billboard \$200.00

**MATERIALS REQUIRED**

- Drawing, graphic rendering, or photo of the proposed sign(s) that indicates the design, dimensions, content, overall height, materials, lighting, and mounting details.
- Identify any existing signs that will be removed or replaced by the proposed signs.
- Individually note the dimensions and square footage of all similar existing signs that will remain on the property. (For example, information on all wall signs if a wall sign is proposed; all freestanding signs if a freestanding sign is proposed).
- If the proposed sign is under the general category of "freestanding" (not attached to a building), submit a site plan that identifies the location of the freestanding sign and its distance from all property lines and utility easements in proximity.

Note: A separate building permit and accompanying fee is required for a billboard, an electronic message board, a freestanding sign located on a new sign post or base, and any freestanding sign that utilizes an existing sign base and which is larger or taller than the sign it is replacing. The building permit application is to be submitted by the person or company that will be installing the sign. A separate electrical permit is needed if power will be run to the sign.

Sign Installer (Signs requiring a separate building permit, as noted above, are to be installed by a licensed contractor):

- Self  Licensed Contractor: \_\_\_\_\_

Property Owner: \_\_\_\_\_ OR  Letter of authorization from property owner

Signature

Date

As applicable, please provide any additional information pertaining to the specific sign type as necessary to demonstrate compliance with the city sign code (Chapter 10-15). Some of the requirements for specific sign types include:

**Banners and Advertising Flags:**

- Banners must be displayed as a wall sign or attached to railings, and must be securely fastened so that it may not be blown down, in whole or in part. Any other location for display of a banner or advertising flag must be approved through the planning, zoning and adjustment board.
- Advertising flags must be securely fastened.
- Banners and advertising flags must be of professional quality construction and appearance pursuant to the definition in section [10-15-2](#).
- If the banner/advertising flag becomes damaged or detached, it must be removed or repaired within 48 hours.
- Banners and advertising flags are subject to the 120-day time limit for temporary/seasonal signs.

**Electronic Message Boards and Animated Signs:**

- Not more than one electronic message board sign may be permitted per zoning lot.
- The sign shall not display off-premise commercial advertising.
- They are not permitted in residential sign districts.
- The leading edge of the sign must be a minimum distance of 100 feet from any abutting residential zoning district.
- Electronic message boards must utilize an automatic dimmer control so as to not exceed a maximum luminance of 5,000 nits from sunrise to sunset, and a maximum luminance of 500 nits from sunset to sunrise.
- The use of audio speakers is prohibited in association with the sign.
- Electronic message boards and animated signs shall be permitted only in the following sign districts: D-2, D-3, and E industrial. In addition, electronic message boards and animated signs may be permitted in the downtown sign district, but must have special approval by the planning and zoning board. Approval will be based on consideration of adjacent signage, the size of the proposed signage, and compliance with applicable sign requirements of WYDOT.

**Temporary A-frame Signs:**

- Each organization and/or business may receive one permit per year, which will be valid for up to 7 consecutive days.
- Dates requested: \_\_\_\_\_
- No more than 5 permits will be issued for the same 7-day period. Permits are issued on a first come first served basis.
- No signs shall be placed within the public right of way except as otherwise allowed by the City Code with Council ok.
- No applicant is allowed to place more than 6 temporary A-frame signs. Please provide a site plan of the locations.
- Provide a signature or letter of authorization from each property owner.

Address	Signature

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**Billboards:** In lease situations, applications must also include:

- A proposed lease between the property owner and the billboard company which addresses the removal of the billboard (both the sign itself and the support structure for the billboard) at the termination of the lease.

**Inflatable Signs:** Applications must also include:

- Design and construction details to demonstrate compliance with City wind load requirements.
- How electricity will be supplied to the inflatable.
- Demonstrate that the location and anchoring mechanisms will not present a danger to the public.