

# TOWN OF ENCAMPMENT

## BUILDING PERMIT APPLICATION

### FENCES AND SIGNS

Telephone (307)327-5501

PO Box 5, Encampment. WY 82325

**IMPORTANT — Complete ALL applicable items.**

<b>1. LOCATION OF FENCE OR SIGN</b>	Name of Applicant _____ Number and Street _____ _____	<b>BLOCK</b> _____ <b>LOT(s)</b> _____
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<b>2. TYPE AND COST OF BUILDING — All applicants complete Parts A-D</b>	
<b>A. FENCE</b> 1. Height..... _____ 2. Type ___ Wood ___ Chain ___ Wire ___ Other _____	<b>B. SIGNS</b> 1. Size..... _____ 2. Location on Building _____ _____

<b>4. IDENTIFICATION — To be completed by all applicants.</b>		
Name	Mailing address-Number, Street, City, and State	Telephone
Owner (Print): _____		
Signature of Owner: _____		

The owner of this building and the undersigned agree to conform to all applicable laws of the Town of Encampment. Any business or individual no longer having the need for the sign must remove the sign within 3 months of said time.

Signature of Applicant: _____	Address _____	Application Date _____
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<b>DO NOT WRITE IN THIS SPACE—FOR OFFICE USE ONLY</b>			
Zoning Officer: _____			
Approved by: _____	\$ _____	_____	_____
	Permit Fee:	Date Issued	Permit Number

This permit is VOID if construction has not started within one year from date of issuance.

Use remaining space on application for drawing.

## SIGNS

### Sections:

- 17.44.110 Purpose
- 17.44.120 Application
- 17.44.130 Permit required
- 17.44.140 Signs exempted
- 17.44.150 Signs prohibited
- 17.44.160 Size regulations
- 17.44.170 Computation of area and height
- 17.44.180 Signs in residential districts
- 17.44.190 Signs allowed on vacant lots
- 17.44.200 Temporary signs
- 17.44.210 Portable signs
- 17.44.220 Signs in the public right-of-way
- 17.44.230 Signs projecting into the public right-of-way
- 17.44.240 Design and construction
- 17.44.250 Maintenance
- 17.44.260 Removal of signs
- 17.44.270 Alteration of non-conforming signs
- 17.44.280 Plan review information
- 17.44.290 Master sign permit
- 17.44.300 Real estate signs

### 17.44.110 Purpose.

The purpose of this regulation is as follows:

- A. To encourage the effective use of signs as a means of communication in the Town.
- B. To maintain and enhance the aesthetic environment and the Town's ability to attract sources of economic development and growth.

- C. To improve pedestrian and traffic safety.
- D. To minimize the possible adverse effect of signs on nearby public and private property.
- E. To enable the fair and consistent enforcement of these sign restrictions.

### 17.44.120 Application.

Signs may be erected, placed, painted or maintained only in conformance with the standards, procedures, exemptions, and other requirements of this ordinance.

### 17.44.130 Permit required.

No sign shall be erected, hung, attached or displayed until a written application has been made to the Planning Commission and a permit has been issued.

### 17.44.140 Signs exempted from regulation.

The following signs shall be exempted from regulation under this ordinance:

- A. Any public notice or warning required by a valid and applicable federal, state or local law, regulation or ordinance.
- B. Emergency warning signs erected by a governmental agency, a public utility company, or a contractor doing authorized or allowed work within the public right-of-way.
- C. Any company or trade logo which is integrated into the glass of a window or door of a building.
- D. Signs displayed no longer than fourteen (14) days, such as:
  - 1. Garage sales
  - 2. Public announcements;
  - 3. Wedding announcements;
  - 4. Funeral announcements;

- 5. Reunion announcements;
  - 6. Picnic announcements.
- E. Political rallies and signs will be displayed pursuant to Town ordinance and removed five (5) days after election, including, but not limited to:
- 1. Handbills;
  - 2. Posters or notices.

*(Amended October 28, 2010)*

- F. House or family identification signs.

**17.44.150 Signs prohibited under this ordinance.**

Signs which are prohibited under this ordinance include, but are not limited to:

- A. Beacons.
- B. Temporary signs shall not be placed in public walks or travel ways.
- C. Strobe lighting or flashing lights.
- D. Building signs that extend more than six (6) inches into the public right-of-way.
- E. Portable signs that are used for any purpose other than temporary signs.
- F. Any sign that does not otherwise conform to the requirements of this ordinance.

**17.44.160 Size regulations.**

In all zoning districts the maximum size of allowed signs shall be in accordance with the regulations contained in the Table on Page 48. Identification, building marker, and exempt signs identified in Section 17.44.140 of this ordinance shall not be included in the computation of any sign restrictions.

**17.44.170 Computation of area and height of signs.**

The computations related to sign restrictions shall be made in accordance with the regulations in the Table on Page 48.

- A. The area of a sign face is defined as: the area of a wall sign or a sign with only one face.
- B. The sign area of a sign with two faces shall be calculated on the dimensions of a single face.
- C. The height of a sign shall be calculated as the distance from the base of the sign at existing grade to the highest attached component of the sign
- D. Lots fronting on two or more streets in business and industrial zones are allowed the allowed sign area allowed for each street frontage, provided that the total sign area, which is oriented toward a particular street, shall not exceed the maximum limits in the Table on Page 48.

**17.44.180 Signs in residential districts.**

Signs in residential zoning districts shall be limited to two types: freestanding and wall signs. Further, signs in residential districts shall be prohibited from advertising any business enterprise not conducted on the same lot.

**17.44.190 Signs allowed on vacant lots.**

Signs on vacant lots shall only be allowed in business and industrial districts. Such signs shall be limited to one sign per seventy-five (75) linear feet of road frontage, and be in compliance with the Table on 47 of this ordinance for the district in which it is located.

**17.44.200 Temporary signs.**

Temporary signs on private property shall be allowed only with the issuance of a temporary sign permit, which shall be subject to the following conditions:

- A. A temporary sign permit shall allow the use of a temporary sign for a specified ninety (90) day period.
- B. Only one temporary sign permit shall be issued to the same person, business, or organization on the same lot in any six (6) month period.
- C. Temporary signs in business and industrial districts and shall be required to meet all of the requirements in the Table on Page 48.

**17.44.210 Portable signs.**

Portable signs shall only be allowed as temporary signs and shall meet all other sign ordinance requirements.

**17.44.220 Signs in the public right-of-way.**

No sign shall be allowed in the public right-of-way, except for the following:

- A. Permanent signs, including:
  - 1. Public signs erected by or on behalf of a governmental body to post legal notices, identify public property, convey public information, and direct or regulate pedestrian or vehicular traffic;
  - 2. Informational signs of a public utility regarding its poles, lines, pipes or facilities;
  - 3. Awning and suspended signs projected over a public right-of-way in conformity with the conditions of Section 17.44.230 of this Title.

- B. Temporary signs in the public right-of-way shall be allowed only for signs meeting the following requirements:

- 1. Such signs shall contain no business message;
- 2. No more than two (2) signs shall be erected under one permit;
- 3. Each temporary sign shall be no more than nine (9) square feet in area.

- C. Emergency signs erected by a governmental agency, a public utility company, or a contractor doing authorized or allowed work within the public right-of-way.

**17.44.230 Signs projecting into the public right-of-way.**

For any sign suspended or projecting above the public right-of-way, the issuance and continuation of a sign permit shall be conditioned on the sign owner obtaining and maintaining in force, liability insurance in the minimum amount of fifty thousand dollars (\$50,000) per occurrence, per sign, assigned to the Town of Encampment.

- A. Minimum height for signs suspended over or projecting above a public right-of-way shall be as follows:

- 1. Minimum height from the ground to the bottom of a sign extending over a sidewalk shall be seven (7) feet;
- 2. Minimum height from the ground to the bottom of a sign extending over a vehicle travel way shall be fourteen (14) feet;
- 3. Shall not project more than six (6) inches into the public right-of-way.

**17.44.240 Design and construction.**

All signs shall be designed and constructed in accordance with the following standards:

- A. All signs shall comply with applicable provisions of the building and electrical codes adopted by reference by the Town of Encampment.
- B. With exception of banners, flags, temporary signs, and window signs conforming in all respects with the requirements of this ordinance, all signs shall be constructed of permanent materials and shall be permanently attached to the ground, a building, or another structure by direct attachment to a rigid wall, frame or structure.

**17.44.250 Maintenance.**

Every sign shall be kept in good repair. The ground space within a radius of ten (10) feet from any ground sign shall be kept free and clear of all weeds, rubbish and flammable material. Any sign or portion thereof declared unsafe by the Zoning Officer shall be restored to a safe condition or removed within fifteen days of receiving written notice. The property owner shall be ultimately responsible for all such signs on his/her property.

**17.44.260 Removal of signs.**

Any sign or portion thereof deemed unsafe by the Zoning Officer is declared a nuisance. After delivery of written notice to the owner, such signs may be abated in the manner of any other nuisance and the property owner may be charged the cost of such abatement. Removal should take place within seven (7) days of notification. Signs no longer in use shall be immediately removed by the property owner. Any sign not removed by the property owner within thirty (30) days shall be removed by the Town at the owner's expense. The Town shall exercise a lien against the property for any removal costs not paid by the property owner.

**17.44.270 Alteration of non-conforming signs.**

Nonconforming signs shall not be reconstructed in whole or in part, raised, moved, enlarged or altered except in conformance with this Chapter. Alterations shall not be interpreted as normal painting, maintenance, and repair, or changing of copy in signs designed to allow changeable copy. Nonconforming signs which have been damaged by fire, explosion, vandalism, act of God, or other means, to the extent that more than 50 percent of their market value has been lost, shall be rebuilt in conformance with the regulations of this Chapter.

**17.44.280 Plan review information.**

All requests for sign permits shall be accompanied by a dimensional drawing of the proposed sign(s), including their location, existing business signs on the premises, and the dimensions of the property or parcel and all buildings located thereon. Request and all attachments must be submitted to the Planning Commission prior to the approval of a sign permit.

**17.44.290 Master sign permit.**

For an applicant who wishes to permit two or more signs at the same time, a master sign permit may be obtained. The information required for this permit is the same as a regular sign permit except that all the signs may be allowed at the same time. Any changes will require an additional sign permit.

**17.44.300 Real estate signs.**

“For sale” or “For rent” signs are allowed, provided that such signs do not exceed six (6) square feet in area. Illumination of signs is prohibited. Not more than two (2) such signs shall be allowed on any one property or premises. Due to their temporary nature such signs shall not require a permit and may be placed in the front yard or on the house which is for sale or rent.

## SIGNS

### Number, Dimensions, Clearance and Location of Individual Signs by Zoning District

	R-1	R-2	Business	Industrial
<b>Freestanding</b>				
Area (square feet)	6	30	100	300
Overall Height	5'	5'	24'	35'
Setback from Property Line	5'	5'	5'	10'
Number Allowed Per Residence or Business	1	1	1	1
<b>Building</b>				
Area (square feet)	3	30	N/A	N/A
Percentage of Wall Area	N/A	N/A	20%	25%
Number Allowed	1	1	2	2

In addition to the setback requirements of this table, signs shall be located such that there is, at every intersection, a clear view between the heights of three (3) feet and ten (10) feet in a triangle formed by the corner and points on the curb thirty (30) feet from the intersection or entryway.