



DEVELOPMENT SERVICES

TEMPORARY SIGN PERMIT APPLICATION FORM : FOR OFF-PREMISE ADVERTISING

Dates of Sign(s) To be Installed:		To be Removed:	OFFICE USE ONLY	
Event Advertised:			Pre-App mtg. date :	
Detailed Description of Sign(s) : (include type/material, color and message)			Submittal Date :	
			Received by :	
			Application Fee :	
			Approval Date :	
Sign Size: _____ x _____		Depiction of sign attached ? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Applicant/Agent:		Phone:		
		Email:		
Agent Address:		Postal Code :		
<p>Pursuant to Section 2.2.6 of the Unified Development Code; An application for a temporary use may be initiated by the property owner or authorized agent for any use within an existing zoning district; that 1) is not otherwise allowed, 2) will not last longer than 30 consecutive days, 3) will not occur more than twice in a single calendar year, and 4) and will have at least 15 days between consecutive occurrences.</p> <p>The completed <i>Temporary Sign Permit Application</i> (original) shall be submitted to the Development Office, along with an original <i>Sign Placement Certification</i> (attached) FOR EACH SIGN (with original signature of property owner) and any other supporting documents.</p> <p>The Development Office will notify the applicant and/or agent of its decision not later than five working days after submittal of the Temporary Sign Permit Application. NOTE: For the day of submittal to count as the first of the five working days, the application must be received by the Development Office not later than 10:00 a.m.</p> <p>The owner, applicant and/or agent, or any other party aggrieved by the decision of the Development Office, may appeal the decision to the Board. The appeal must be in writing and must be received by the Development Office within fourteen (14) days of the decision.</p>				

For detailed parcel & zone district information, Please reference the Cheyenne/Laramie County Cooperative GIS Program website at: <http://arcims.laramiecounty.com/> or contact the City of Cheyenne Development Office.

**IF THE SIGN IS TO BE PLACED ON CITY PROPERTY,
YOU MUST OBTAIN REQUIRED SIGNATURE(S) FROM APPROPRIATE CITY AGENCY:**

City Park: Parks and Recreation Department at (307) 637-6429;

Other City Property: Cheyenne City Clerk at (307) 637-6329 or other appropriate agency.

CERTIFICATION

“I HEREBY CERTIFY THAT I AM THE APPLICANT NAMED HEREIN AND THAT I HAVE FAMILIARIZED MYSELF WITH THE RULES AND REGULATIONS WITH RESPECT TO FILING THIS APPLICATION AND THAT THE STATEMENTS, INFORMATION, AND ANSWERS HEREIN CONTAINED ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I ACCEPT ALL LIABILITY FOR THE MESSAGE(S), CONSTRUCTION AND PLACEMENT OF SAID SIGN(S) AND ANY ASSOCIATED RISK(S) OR DAMAGE(S). I ALSO UNDERSTAND THAT THE SIGN WILL BE INSPECTED FOR COMPLIANCE WITH THE INFORMATION PROVIDED AND ALL APPLICABLE POLICIES, RESOLUTIONS AND ORDINANCES; INCLUDING OWNER COMMENTS AS STATED ON THE SIGN PLACEMENT CERTIFICATION PAGE(S).”

Signature of Agent:		Date:	
Print Name:			

SIGN PLACEMENT CERTIFICATION : TEMPORARY SIGN



A copy of this sheet must be completed for each location where signage is proposed. This sheet must be signed by the applicable property Owner(s) and must accompany the application.

Site Address or Location:	Zone District:
	Land Use:
Property Owner:	Owner Phone:

PROVIDE A DRAWING BELOW SHOWING THE FOLLOWING INFORMATION :

- Adjacent Street(s) and relevant structures
- Depiction of sign(s) placement and orientation
- Distance to sign(s) from curb(s) and/or property line(s)

Owner Comments :

“I hereby certify that I am the Owner of the property described above. I authorize the agent listed on the attached application to place the aforementioned sign(s) as described/depicted.”

SIGNATURE OF OWNER:		Date:	
Print Name:			