



DEVELOPMENT SERVICES- BILLBOARD APPLICATION FORM 6.5.8

BILLBOARD APPLICATION FORM : PROCEDURES & INFORMATION

This completed form must accompany any building permit application(s) for billboard removal, installation, or conversion of existing to digital.

Project Name :		OFFICE USE ONLY	
Site Address : (or location)		Submittal Date :	
		Received by :	
		Zoning Approval Date :	
Current Zoning :	Current Land Use :	Staff Representative :	
Applicant/Agent:			Phone:
			Email:
Agent Address:			Postal Code :
Property Owner:			Phone:
			Email:
Owner Address:			Postal Code :
(If several property owners, names and addresses of all must be given; attach separate sheet if necessary.)			
Description of Work (i.e. demolition, replacement, conversion, new construction) :			
Detailed Property and Billboard Information			
Distance to nearest property line of a duplex, single-family residence, or townhouse:		Within 1000 feet of Interstate Right-of-Way?	
<input type="checkbox"/> Less than 150 feet		<input type="checkbox"/> No	
<input type="checkbox"/> Greater than 150 feet		<input type="checkbox"/> Yes <input type="checkbox"/> I-25 <input type="checkbox"/> I-80	
Area of sign face _____ Sq Ft	Digital? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, attach proof of compliance with WYDOT laws, rules and regulations (State permit required within 660' of interstate ROW)	
Distance to nearest existing billboard:			
Height of billboard: _____ (measured from street grade or finish grade below sign, whichever is less)			

CERTIFICATION

I HEREBY CERTIFY THAT I AM THE OWNER, APPLICANT, OR AGENT NAMED HEREIN AND THAT I HAVE FAMILIARIZED MYSELF WITH THE RULES AND REGULATIONS WITH RESPECT TO THE FILING OF THIS APPLICATION AND THAT THE FOREGOING STATEMENTS AND ANSWERS CONTAINED ON THIS APPLICATION AND ACCOMPANYING DOCUMENTS ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. BY SIGNING BELOW, I AGREE TO CONSTRUCT, OPERATE, AND MAINTAIN THE SUBJECT BILLBOARD(S) IN ACCORDANCE WITH ALL STATE AND LOCAL LAWS.

OWNER SIGNATURE : _____

Date

AGENT SIGNATURE : _____

Date

PRINT NAME _____

PRINT NAME _____



BILLBOARD REGULATIONS

Only replacement billboards are allowed in the City of Cheyenne.

Three (3) existing billboards must be removed in order to construct one (1) new digital billboard.

One (1) existing billboard must be removed in order to construct one (1) new static billboard.

Demolition permits are required prior to removal of billboards. Billboards removed for credit must be within City limits.

Billboards are only allowed in the CB, MUB, LI, and HI zoning districts, and only in conformance with the additional restrictions in the UDC.

Billboards are prohibited on roofs and walls.

Billboards are prohibited within public right-of-way.

Billboards are prohibited within 150 feet of the property line of a duplex, single family dwelling, or townhouse (other than those located in CB, MUB, LI, and HI zoning districts).

Billboards must be properly maintained.

Billboards must be brought into compliance with the district requirements upon any upgrade of the structure. This provision does not apply to advertising copy change out.

Applicants must provide to the Building and Development Office, prior to final inspection, a certification prepared and stamped by a Wyoming professional engineer or land surveyor attesting to the sign placement, the installed size and the installed height of the sign(s). This certification shall attest to the sign support setbacks from property lines, overall dimensions of sign surface, and the overall height of the top of sign from ground level.

Billboards *within* 1,000 feet of Interstate 25 and Interstate 80 right-of-way shall conform to the following:

- a. Billboards shall not exceed 672 square feet in area.
- b. Billboards and on-premise signs on properties adjacent to interstates on the same side of the interstate shall be at least 500 ft apart.
- c. Billboards shall not exceed 60 feet in height.

Billboards *outside* 1,000 feet of Interstate 25 and Interstate 80 rights-of-way shall conform to the following:

- a. Billboards shall not exceed 288 square feet in area.
- b. Billboards shall be at least 500 feet apart.
- c. Billboards shall not exceed 40 feet in height.

Additional regulations pertaining to **digital** billboards:

The message, messages, or copy displayed on a digital billboard:

1. Shall not be displayed through blinking, intermittent, flashing or moving lights.
2. Shall remain fixed for at least eight seconds.
3. Shall not increase the ambient lighting level by more than 0.3 foot candles when measured at:
 - a. 150 feet for a digital billboard with a surface area of not more than 242 sqft;
 - b. 200 feet for a digital billboard with a surface area greater than 242 sqft but not more than 378 sqft;
 - c. 250 feet for a digital billboard with a surface area greater than 378 sqft but not more than 672 sqft; and
 - d. 350 feet for a digital billboard with a surface area greater than 672 sqft.

In no case shall a digital billboard increase the ambient lighting level by more than 0.3 foot candles at the property line of a single family dwelling located in a zoned district in which billboards are prohibited. Each digital billboard shall have a light sensing device that will adjust the brightness as ambient light conditions change to conform to the requirements of this subsection.

4. Transitions between messages shall be accomplished in two seconds or less by employing an immediate, dissolve or fade method.