

**TOWN OF STAR VALLEY  
SIGN SUBMITTAL CHECKLIST**

Submitted by: \_\_\_\_\_ Taken in by: \_\_\_\_\_

Permit # \_\_\_\_\_

Sign Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

- Project Description: \_\_\_\_\_  
\_\_\_\_\_
- Permit Application: \_\_\_\_\_  
\_\_\_\_\_
- Two (2) copies of a site plan minimum size 8-1/2 x 11 of sufficient detail to allow consideration of proposed sign(s), including any existing or planned landscaping and location of all adjacent streets and public right-of-ways.
- A sketch showing size, height, shape, color and copy of sign.
- Dimensioned drawings indicating the proposed placement of all signs on building(s) and/or the site.
- Description of materials used, method of mounting, and method of lighting, if applicable.
- If a freestanding or monument sign, please include footing details.
- Calculation of allowable sign area as per Town Code; one (1) square foot of signage per one(1) lineal foot of building frontage.
- Electrical/lighting details, if applicable.
- Any other information that might be needed to evaluate the sign proposal.