



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.