



Town of West Yellowstone
440 Yellowstone Ave.
West Yellowstone, MT 59758
406.646.7795
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SIGN PERMIT APPLICATION

DO NOT FINALIZE PURCHASE OF SIGN BEFORE OBTAINING AN APPROVED SIGN PERMIT

APPLICATION PROCEDURE WYMC 17.40.060

A. Permit Required. Prior to placing, erecting, or modifying any sign requiring a permit under this chapter, the owner of the lot shall obtain a sign permit.

B. Fee Required. At the time of submission, the fee as prescribed by the town of West Yellowstone fee schedule shall be paid. Any sign that is placed prior to approval of a sign permit shall pay double the associated fee, the amount of which shall be set and amended as necessary by resolution. No permits shall be reviewed or issued unless or until such fee is paid in full. The fee schedule can be found at the Town Hall of West Yellowstone.

C. Required Documentation. The application for a sign permit shall consist of:

1. A letter of intent stating the owner's name and address.
2. Accurate, scaled, color drawing of the proposed sign or signs.
3. An accurate, scaled drawing of the proposed location of the sign or signs on the building(s) and lot(s).
4. Where one or more deviations are requested, sufficient explanation of the result to be obtained from the proposed deviation, in comparison to compliance with the standard sign regulations, to allow the planning board and town council to make a reasoned decision on the application.
5. The application for a sign permit shall be accompanied by a fee.

D. Submittal to Council. Applications for sign permits shall be submitted to the town council, which shall review applications as follows:

1. Applications Not Requesting Deviations. The town manager or designee shall review the application materials and, upon finding that the application materials are complete and that the proposed sign or master signage plan conforms to the intent and regulations of this chapter, may approve, approve with conditions, or deny an application for a sign permit without deviations.
2. Applications Requesting Deviations. For an application with deviations, the planning board shall hold a public hearing on the proposed sign or master signage plan. At the public hearing, interested parties and citizens shall have an opportunity to be heard. Following the public hearing, the planning board shall make a recommendation to the town council, which shall also hold a public hearing prior to making a decision for approval, approval with conditions, or denial.

E. Notice of Hearing. Notice of the public hearings for a sign permit before the planning board and town council shall be prominently posted on the front of the lot where the proposed sign is to be installed. Such notice shall be posted at least fifteen days prior to the public hearing and shall remain posted until the public hearing is closed.

F. Master Signage Plan. Application and review procedures for a master signage plan shall be the same as for a single sign permit.

G. Historic Sign Permit. Applicants requesting designation of a sign as a "historic sign" shall be required to document, for review by the planning board, the date when the sign was erected and the dates of subsequent alterations. Historic sign applications are subject to the public hearing procedures of this section. (Ord. 276 Exh. 1, 2024)

Address of Sign _____

Business Name _____ Estimated cost of Sign _____

Zoning District ☐ B-3 ☐ B-4 ☐ M-1 ☐ E-2 ☐ PLI ☐ T

PROPERTY OWNER INFORMATION

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

CONTRACTOR INFORMATION

Sign Company

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Electrician (if applicable)

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

SIGN INFORMATION

Type of sign:

- | | | | | | |
|----------------------------------|-------------------------------------|---|-----------------------------------|---------------------------------------|-----------------------------------|
| ☐ Ground | ☐ Wall | ☐ Window | ☐ Canopy | ☐ Banner | ☐ Sidewalk |
| ☐ Awning | ☐ Projecting | ☐ Directional | ☐ Sidewalk | ☐ Freestanding | |
| ☐ Feather | ☐ Menu | ☐ Open Suspended | ☐ Other | | |

Size in square feet _____ Height of sign at highest point _____

Dimensions _____ Color of raceway _____

Color of facade _____

Illuminated ☐ Yes ☐ No **NO Blinking, flashing, intermittent, rotating, or moving lights**

If yes: ☐ Internal ☐ External ☐ Other _____

New Electrical Services: ☐ Yes ☐ No

Property Use:

- ☐ Commercial ☐ Church ☐ Office ☐ School ☐ Other

For signs extending over a public right of way the following information is required

Insurance/bonding agent name: _____
Address: _____ City _____ Zip _____
Phone Number: _____ Policy# _____

Owner Information

Signature of Property Owner _____ Date _____
Signature of property Lessee _____ Date _____
Signature of Sign Owner (if different than above) _____ Date _____
Signature of Applicant (if different than above) _____ Date _____

Please provide drawing of property and where the sign will be located on the property

Please provide a description and design specs- showing sizes and colors of signs

OFFICE USE ONLY

Received by: _____ Date: _____

Fee: _____ ☐ Card ☐ Cash ☐ Check #: _____

Sign Permit #: _____

BUILDING INSPECTOR USE ONLY

Building Inspector Approval ☐ Yes ☐ No ☐ N/A

Building Inspector Signature _____ Date: _____