

PLANNING, DEVELOPMENT & SUSTAINABILITY DEPARTMENT

Mailing Address: 200 W. Broadway
Physical Address: 127 E. Main St. Suite 2
Missoula, MT 59802-4292

P: 406.258.4642 | F: 406.258.3920
E: zoner@missoulacounty.us



Sign Permit Application

Owner(s) of Record:

Name: _____ Phone: _____

Mailing Address: _____

City, State, Zip Code: _____

Email: _____

Applicant (if different than Owner):

Name: _____ Phone: _____

Mailing Address: _____

City, State, Zip Code: _____

Email: _____

Send correspondence to the applicant, in addition to the agent.

Sign Contractor (Agent). All correspondence is sent to Agent.

Name: _____ Phone: _____

Mailing Address: _____

City, State, Zip Code: _____

Email: _____

Electrical Contractor (Agent): All correspondence is sent to Agent.

Name: _____ Phone: _____

Mailing Address: _____

City, State, Zip Code: _____

Email: _____

Legal Description of Property:

Street Address: _____

Subdivision Name: _____

Tract/Lot No. _____

Block No. _____

Certificate of Survey No.: _____

Geocode or Tax ID# if no street address is available: _____

Attach metes and bounds description if necessary.

INSTRUCTIONS FOR SIGN PERMIT APPLICATION

1. Answer all questions. Answers should be clear and contain all necessary/relevant information. Please review Section 8.2 of the Missoula County Zoning Regulations to better ensure approval of your proposed sign(s).
2. Your application must include the following:
 - ✓ Scaled site plan detail showing sign location, site vision triangles, setbacks, parking and drive areas, easements, rights of way, trails/sidewalks, and utilities (freestanding signs only).
 - ✓ For each sign full color plans clearly labeled by an ID number to correspond with the sign details section below (Example SIGN ID #1).
 - Sign construction cross section details: Cabinet, individual channel letters, push through lettering, vinyl, etc.
 - Sign illumination details: Internal or external illumination. If externally lit, provide fixture cutsheets. If internally illuminated, specifications must detail foot candles and how maximum nighttime illumination standards will be met.
 - Sign mounting details: Detail of proposed hardware.
 - Color exterior photographs of each facade of the building with signs existing to remain (called out) and new proposed signs overlaid into the photograph (signs depicted must be as close as possible to the actual size to be installed on the building).
 - ✓ Master Sign Plans are required in the following instances:
 - Signs located in or pertaining to any of the development types listed in Chapter 9 of the Missoula County Zoning Regulations.
 - Signs located in a Commercial Center (CC) district.
 - Signs located on properties with more than one non-residential principal use or having two or more non-residential tenants in the NR, NC, or ICL districts.
 - Signs on parcels containing buildings greater than 10,000 square feet.
 - Signs for civic uses as defined in the Missoula County Zoning Regulations.
 - Signs on parcels with two or more street frontages.
 - Multi-tenant monument signs.
 - Repair or replacement of involuntarily damaged nonconforming signs.
 - ✓ Applications for the Creative Sign Program Creative may request administrative relief to numeric design standards (not total number of allowed signs) in excess of the maximum five percent allowed as described in Section 11.4.C.4. of the Missoula County Zoning Regulations. A Sign Permit Application shall be completed in addition to the Minor Waiver Application.

Zoning District (include Legacy District (Appendix A) and/or Targeted Economic Development District (TEDD) Designations):

Number and Type of Sign(s):

Total Number of Permanent Signs (Existing and Proposed) _____

Total Number of Temporary Signs (Existing and Proposed) _____

Banner _____

Billboard _____

Blade Sign _____

Building Marker _____

Canopy/Awning _____

Directional (Non-Governmental) _____

Drive-through _____

Entry Signs _____

Hanging _____

Monument _____

Pole _____

Post _____

Projecting _____

Sidewalk _____

Wall _____

Window _____

Sign ID #1	Existing _____	New _____	To Be Removed _____
Sign Type _____			
Proposed Number of sign faces			
Proposed Height (ft.)			
Proposed Clearance (ft.)			
Proposed Projection (in. or ft.)			
Proposed Sign Area (ft.)			

Sign ID #2	Existing _____	New _____	To Be Removed _____
Sign Type _____			
Proposed Number of sign faces			
Proposed Height (ft.)			
Proposed Clearance (ft.)			
Proposed Projection (in. or ft.)			
Proposed Sign Area (ft.)			

Sign ID #3	Existing _____	New _____	To Be Removed _____
Sign Type _____			
Proposed Number of sign faces			
Proposed Height (ft.)			
Proposed Clearance (ft.)			
Proposed Projection (in. or ft.)			
Proposed Sign Area (ft.)			

Sign ID #4	Existing _____	New _____	To Be Removed _____
Sign Type _____			
Proposed Number of sign faces			
Proposed Height (ft.)			
Proposed Clearance (ft.)			
Proposed Projection (in. or ft.)			
Proposed Sign Area (ft.)			

Sign ID #5	Existing _____	New _____	To Be Removed _____
Sign Type _____			
Proposed Number of sign faces			
Proposed Height (ft.)			
Proposed Clearance (ft.)			
Proposed Projection (in. or ft.)			
Proposed Sign Area (ft.)			

NOTE:

If more than five signs exist on the property, no additional signs will be approved administratively, and the applicant must seek variance approval at the Board of Adjustment.

Signs allowed without a permit, per Section 8.4 of the Missoula County Zoning Regulations

- ✓ The copy, content, or message of a sign may be changed so long as the shape or size of the sign is not altered.
- ✓ One sign on a property for sale or lease
- ✓ Building marker signs
- ✓ Wayfinding signs
- ✓ Holiday or seasonal decorations
- ✓ Emblems of religious, civil, philanthropic, historical, or educational organization
- ✓ Security and warning signs
- ✓ Flags that do not exceed 60 square feet in area and 30 feet in height
- ✓ Seed or crop identification signs
- ✓ Non-commercial temporary signs in residential districts when signs do not exceed 32 square feet. In all other districts, individual signs may not exceed 32 square feet in total area and may be no more than six feet high, and the number of signs displayed cannot exceed a total sign area of more than 64 square feet.
- ✓ Temporary window signs meeting all other requirements.
- ✓ Sponsorship signs for Big Sky Park partner organizations provided they conform to the Missoula County Parks, Trails, and Open Lands' Sponsorship Sign Policy.

The following are prohibited signs, per Section 8.5 of the Missoula County Zoning Regulations:

- ✓ Abandoned and obsolete signs.
- ✓ Signs, other than those placed by agencies of government or a sign whose placement is authorized by such agencies, erected or placed on public property including parks, streets, poles, posts, bridges, natural features, and within any part of a public right-of-way.
- ✓ Signs or sign structures which resemble, imitate, simulate, or conflict with traffic control signs or devices included in the Manual of Uniform Traffic Control Devices, which otherwise mislead or confuse persons traveling on streets, which create a traffic hazard, or which violate any county law or state statute
- ✓ Signs which create a health or safety hazard

- ✓ Signs which contain lights, electronic copy, or transitions that flash, blink, rotate, or are otherwise animated. Spotlights, strobe lights, pogo, or zipsticks, not used for sign illumination and intended solely for attracting attention, are likewise prohibited.
- ✓ Signs that are highly reflective and hamper the vision of motorists and pedestrians or cause light to be reflected above ambient levels onto adjacent properties.
- ✓ Signs that move, flutter, or contain parts that move by motorized or similar mechanical means. This prohibition shall not apply to flags that move and flutter with wind.
- ✓ Signs that rotate.
- ✓ Pennants, streamers, and wind-blown devices except when authorized by the County in conjunction with permits for temporary street closures, special events, going out of business sales, fairs, carnivals, and parades.
- ✓ Roof signs.
- ✓ Signs created or painted directly on the ground, including rocks, without a constructed support structure. Strings of Lights.
- ✓ Any vehicular sign, or sign attached to a trailer parked on public or private property unless:
 - The primary purpose of such vehicle or trailer is not the display of signs;
 - The signs are magnetic, decals or painted upon an integral part of the vehicle or trailer and do not break the silhouette of the vehicle; and,
 - The vehicle or trailer is in operating condition, currently registered and licensed to operate on public streets (where applicable), and actively used or available for use in the daily function of the business to which the sign(s) relate.

CERTIFICATION

I hereby certify under penalty of perjury and the laws of the State of Montana that the information submitted herein, on all other submitted forms, plans or any other information submitted, as a part of this application, to be true, complete, and accurate to the best of my knowledge.

Should any information or representation provided in connection with this application be found to be inaccurate or untrue, I understand that any approval based thereon may be rescinded and other appropriate action taken. I understand that the permit is for the sign(s) only. Any structural, foundation, or electrical work requires a separate permit from the Missoula County Public Works Building Department.

The signing of this application signifies approval for Missoula County, its Elected Officials, Employees, Agents, and Board members to enter onto the property for the purpose of inspection and routine monitoring during the review, approval, and construction process.

Owner Signature(s)

Date

Owner Signature(s)

Date