

DEPARTMENT OF PLANNING, DEVELOPMENT & SUSTAINABILITY

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## **Creative Sign Package Application**

**Owner(s) of Record:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

**Applicant:**

Business/Organization \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

**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: \_\_\_\_\_ Sec. \_\_\_\_\_ T. \_\_\_\_\_ R. \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Tract/Lot No. \_\_\_\_\_ Block No. \_\_\_\_\_

Certificate of Survey No.: \_\_\_\_\_ Tract/Lot No. \_\_\_\_\_

Geocode or Tax ID: \_\_\_\_\_

(Attach metes and bounds description if necessary.)

**Zoning District:** \_\_\_\_\_**INSTRUCTIONS FOR CREATIVE SIGN PACKAGE APPLICATION:**

1. In addition to this form, complete the Creative Sign Program Application Supplement.

Sign Types are listed in Section 8.7 and described in Section 8.8 Missoula County Zoning Regulations (MCZR). See Section 8.4 (MCZR) for signs allowed without a permit and Section 8.5 for prohibited signs.

**Number and Type of Sign(s):**

Total Number of Permanent Signs (Existing/Proposed) \_\_\_\_\_

Total Number of Temporary Signs (Existing/Proposed) \_\_\_\_\_

Banner \_\_\_\_\_

Blade Sign \_\_\_\_\_

Canopy/Awning \_\_\_\_\_

Drive-through \_\_\_\_\_

Hanging \_\_\_\_\_

Pole \_\_\_\_\_

Projecting \_\_\_\_\_

Wall \_\_\_\_\_

Billboard \_\_\_\_\_

Building Marker \_\_\_\_\_

Directional (Non-Governmental) \_\_\_\_\_

Entry Signs \_\_\_\_\_

Monument \_\_\_\_\_

Post \_\_\_\_\_

Sidewalk \_\_\_\_\_

Window \_\_\_\_\_

<b>Sign ID #1</b>	<b>Existing _____</b>	<b>New _____</b>	<b>To Be Removed</b>
<b>Sign Type _____</b>			_____
Proposed Number of Sign Faces			
Proposed Height (ft.)			
Proposed Clearance (ft. above grade)			
Proposed Projection (in. or ft.)			
Proposed Sign Area (sq. ft.)			

<b>Sign ID #2</b>	<b>Existing _____</b>	<b>New _____</b>	<b>To Be Removed</b>
<b>Sign Type _____</b>			_____
Proposed Number of Sign Faces			
Proposed Height (ft.)			
Proposed Clearance (ft. above grade)			
Proposed Projection (in. or ft.)			
Proposed Sign Area (sq. ft.)			

<b>Sign ID #3</b>	<b>Existing</b> _____	<b>New</b> _____	<b>To Be Removed</b> _____
<b>Sign Type</b> _____			
Proposed Number of Sign Faces			
Proposed Height (ft.)			
Proposed Clearance (ft. above grade)			
Proposed Projection (in. or ft.)			
Proposed Sign Area (sq. ft.)			

<b>Sign ID #4</b>	<b>Existing</b> _____	<b>New</b> _____	<b>To Be Removed</b> _____
<b>Sign Type</b> _____			
Proposed Number of sign faces			
Proposed Height (ft.)			
Proposed Clearance above grade (ft.)			
Proposed Projection (in. or ft.)			
Proposed Sign Area (sq. ft.)			

<b>Sign ID #5</b>	<b>Existing</b> _____	<b>New</b> _____	<b>To Be Removed</b> _____
<b>Sign Type</b> _____			
Proposed Number of sign faces			
Proposed Height (ft.)			
Proposed Clearance above grade (ft.)			
Proposed Projection (in. or ft.)			
Proposed Sign Area (sq. ft.)			

### **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



## CREATIVE SIGN PROGRAM \* APPLICATION SUPPLEMENT \*

Attach this supplement and any additional sheets  
to the Creative Sign Program application form

In addition to a Creative Sign Package Application, address all relevant items on this supplement, **adding named/indexed attachments as necessary**. This structured application ensures that all creative signs contribute positively to Missoula County's visual landscape while aligning with the community architectural and aesthetic values.

An application for a Creative Sign Package may be approved, denied, or conditionally approved through the minor waiver process established in Chapter 11 of the Missoula County Zoning Regulations (MCZR).

Creative Signs Program applications may request administrative relief to numeric design standards, such as size, height, etc., in excess of the maximum five percent allowed under Section 11.4.C.4. (MCZR), but the maximum number of signs allowed per Table 2 in Section 8.7 shall not be authorized through a Creative Sign Package.

**If more than five signs exist on the property, no additional signs will be approved administratively; the applicant must apply for a variance to the Missoula County Board of Adjustment.**

### I. Project Description

Include a narrative description of the proposed signs, the purpose and intent of the proposed sign(s), and an explanation of how the proposed creative sign package is of unique design that contributes to the spirit and sense of place and makes a positive visual contribution to the overall image of the County (in accordance with Creative Sign Program objectives in Section 8.9.B MCZR).

### II. Sign Design Elements

#### 1. Concept & Creativity

- a. Describe the artistic and creative elements incorporated into the sign.
- b. Explain how the sign exhibits thoughtfulness, imagination, and inventiveness.

## **2. Architectural Integration**

- a. Describe how the sign enhances or complements the architectural elements of the building(s) or structure(s).
- b. Is the sign appropriately scaled for visibility?

## **3. Placement & Visibility**

- a. Explain how the sign is positioned in a logical location in relation to the building and surrounding structures, ensuring the sign highlights and does not obscure or obstruct key architectural features or building elements.
- b. Describe how the sign is placed in an aesthetically appropriate location to maintain balance with the site and the building's overall composition.

## **4. Materials & Fabrication**

- a. Provide details on craftsmanship and durability of the proposed signage, describing how the materials are high-quality and suitable for long-term use.
- b. Do the materials align with or improve the character and style of the surrounding environment?

## **5. Lighting & Illumination**

- a. If illuminated, describe how lighting enhances the sign's visibility while maintaining an appropriate aesthetic without overwhelming the surrounding area.
- b. If illuminated, does the lighting enhance the sign without overwhelming the surrounding area?

## **6. Environmental & Community Considerations**

- a. Demonstrate how the sign contributes positively to the visual and cultural identity of the area.
- b. Address environmental and sustainability measures, if any.

## **7. Special Circumstances and Considerations**

### **III. Supporting Documentation**

Provide all of the following supporting documents and clearly label each sign with an ID number to correspond with the sign details section in the application form (Example SIGN ID #1):

1. A scaled site plan showing at a minimum the following:
  - a. Property boundaries and building location(s)
  - b. Sign location(s)
  - c. Rights-of-way
  - d. Sight visibility triangles at intersections (see Section 4.7 MCZR)
  - e. Parking and drive areas
  - f. Easements
  - g. Pedestrian and non-motorized pathways/sidewalks

- h. Landscaped areas
  - i. Zoning setbacks
  - j. Topography
  - k. For freestanding signs not attached to a building, also include location of utilities and any flood hazard areas.
- 2. Scaled drawings and full-color renderings of each proposed sign on a separate sheet(s)
- 3. Construction and Support Materials
  - a. Sign construction details for each sign, such as materials used in sign construction and support. Include a cross-section of proposed sign cabinet, individual channel letters, push through lettering, vinyl, etc.
  - b. Sign mounting details for each sign, such as detail of proposed hardware.
- 4. Lighting
  - a. Sign illumination details for each sign, such as internal or external illumination information, in accordance with Section 8.3.H. MCZR. If externally lit, provide fixture cutsheets. If internally illuminated, specifications must detail foot-candles and how maximum nighttime illumination standards will be met. If no sign lighting is proposed, please indicate unilluminated
- 5. Photographs of Existing and Proposed Conditions
  - a. Provide visual documentation of the building's façade and/or site with and without the sign through the use of color exterior photographs of each facade of the building with existing signs to remain noted (if applicable) and new proposed signs overlaid into the photograph (signs depicted must be as close as possible to the actual scaled size to be installed on the building or elsewhere on the site).
- 6. Any Additional Relevant Information