

GROUND SIGN PERMIT APPLICATION

- Each ground sign requires a separate sign permit.
- Incomplete applications or the required submission procedures not being correctly followed may delay approval and/or cause the sign application to be returned.
- No fees are due when this application (and required attachments) is submitted. Upon permit approval, the City will notify applicant of the permit cost and how the permit can be obtained.
- Sign installation prior to obtaining the required sign permit is a Municipal Code violation.
- All required landscaping shall be completed within 30 days of the sign installation, or if the sign is installed in winter, then the required landscaping must be completed by the end of May.

For more information, or a complete copy of the sign code, contact the Department of Community Development at (262) 335-5140 or see Sections 17.47(4)(d) and 17.48 of the City's Municipal Code for sign requirements on the City's website at www.ci.west-bend.wi.us.

Property Owner or Tenant (Please Type or Print)

Name: _____
Address: _____
Phone: _____ Cell #: _____
Fax: _____
E-Mail: _____

Sign Contractor (Please Type or Print)

Name: _____
Address: _____
Phone: _____ Cell #: _____
Fax: _____
E-Mail: _____

Property Description (Please Type or Print)

Business Name: _____
Address: _____

Zoning District(s): _____

SECTION A – GENERAL SIGN INFORMATION

Type of Proposed Sign:

ONE-SIDED SIGN TWO-SIDED SIGN ILLUMINATED SIGN

Area of Proposed Sign:

Overall sign dimensions: width _____ x height _____ = _____ sq. ft.

Dimensions of the area of copy: width _____ x height _____ = _____ sq. ft.

Total height of sign (above ground elevation): _____

Identify the total sign area of all existing ground signs (incl. driveway or street entrance/exit signs):

Sign 1 _____

Sign 3 _____

Sign 2 _____

Sign 4 _____

Required Attachments

*A scaled site plan identifying the sign location, setbacks (5' min.), and all required vision triangles.

*A scaled sign drawing identifying the dimensions, colors, and the sign materials.

Note: at least 20% of the sign shall be materials similar to the building materials of principal structure.

*A detailed landscape plan identifying a planting bed surrounding the ground sign, where the planting bed is at least as large as the sign area.

SECTION B – ELECTRICAL (If sign is lighted)

Is the sign internally illuminated? Yes No

If YES, then SECTION B must be completed and complied with. If NO, go to SECTION C.

- All sign wiring shall comply with the National Electric Code – Section 600.
- All illuminated signs must be wired by an electrical contractor licensed by the City (permit req'd).
- Multiple signs may be included on one electrical permit application.

Sign Manufacturer: _____

Listing Agency: (circle one) UL ETL CSA Other _____

Electrical Contractor: _____

NOTE: ALL LISTED SIGNS ARE REQUIRED TO BE INSPECTED ON-SITE PRIOR TO INSTALLATION IN ORDER TO VERIFY THE LISTING.

SECTION C – EXTERNALLY ILLUMINATED SIGNS

- Externally illuminated signs (non-electric signs) are not required to be listed.
- An Electrical Permit is required by the city to wire external lighting.

SECTION D – ACKNOWLEDGEMENT

- I have read and understand the above sign requirements and procedures.
- I understand that all illuminated signs require an inspection by the City’s Electrical Inspector PRIOR to erecting the sign. Failure to call (262) 335-5140 for an electrical inspection PRIOR to installation may cause the sign to be required to be removed so that it can be inspected.
- Upon completion of the required electrical inspection, the sign installation, and the required landscaping, I understand that I am required to call (262) 335-5140 for a final sign inspection.

SIGNATURE OF APPLICANT

DATE

Please make a copy of this completed application (for your records) prior to submission.

PRINT NAME

For Office Use Only

Approved _____
Date Zoning Administrator

Conditions of Approval: _____

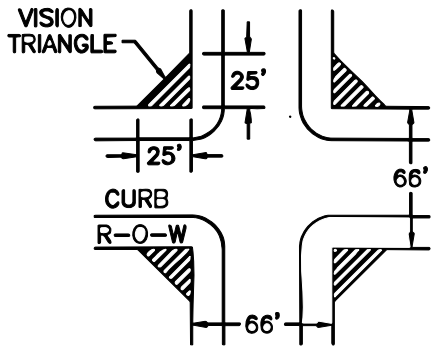
Denied _____ Reason Denied _____
Date

Permit # _____ Date Issued _____ Required Fees \$ _____ SP- ____ - ____

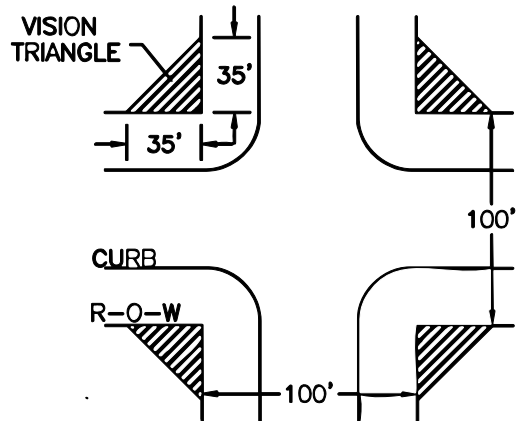
Vision Triangles

(Vision Clearance Triangle at Intersections & Driveways)

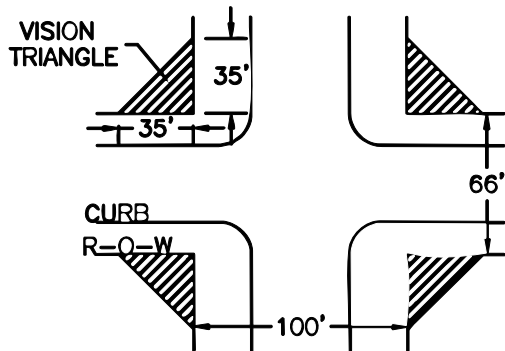
MINOR\MINOR STREET



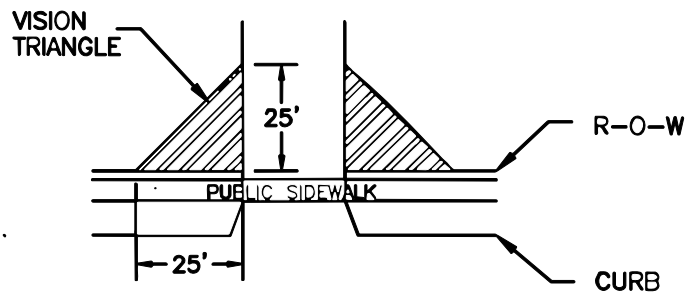
MAJOR\MAJOR STREETS



MAJOR\MINOR STREETS



DRIVEWAY



- A vision clearance triangle is defined as the area bounded by two intersecting streets, railroad, or alley right-of-way lines and a line joining points on such lines located 25' from the point of intersection or 35' from the point of intersection if one of the streets is an arterial street.
- 25' vision triangles apply to all driveways.
- No obstructions such as structures, signage, parking, or vegetation shall be permitted between the heights of 2' and 12' within vision clearance triangles.