

# SIGN PERMIT APPLICATION



Date Received \_\_\_\_\_

**No sign shall be erected, relocated, remodeled, enlarged or repaired until this Permit Application has been approved by the Zoning Administrator.**

The erection, relocation, remodeling, enlargement, and repair of signs must conform to the provisions of the City of Washburn Sign Ordinance. Certain signs are exempt from the provisions of the Sign Ordinance. See Section 13-1-112, Signs Not Requiring a Permit, if you think a sign might be exempt.

## PROJECT INFORMATION

Applicant's Name and Mailing Address \_\_\_\_\_

Phone # \_\_\_\_\_

Site Address \_\_\_\_\_ Parcel # \_\_\_\_\_

Subdivision \_\_\_\_\_ Block No. \_\_\_\_\_ Lot(s) \_\_\_\_\_

Property Owner Name, Address & Phone # (if different from applicant) \_\_\_\_\_

Written Permission: Yes  No  (Please attach to application.)

Description of Project \_\_\_\_\_

Estimated Cost \_\_\_\_\_

In the space provided on the back, please describe the overall dimensions of the sign and indicate unique characteristics of the sign. A photo, drawing, or sketch may be provided here. Be sure to include dimensions in the drawing as well as the location of the sign on, or in relation to the building. If more space is needed, please attach another sheet.

**I am familiar with the Washburn Sign Ordinance and the regulations contained therein. I understand that if this permit request is granted, I am responsible to see that the sign is in conformance with the requirements of the Sign Ordinance and that such sign conforms to the standards set in this application.**

**I agree to comply with all applicable codes, statues and ordinances and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the State of Wisconsin or the City of Washburn; and certify that all of the above information is accurate. If I am an owner applying for an erosion control or construction permit; I have read the cautionary statement regarding contractor financial responsibility on the reverse side of this application form.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner is ultimately responsible for all code compliance related to the work for which this permit is issued.

Sign Type \_\_\_\_\_ # Signs \_\_\_\_\_ # Faces \_\_\_\_\_

Lighting Type \_\_\_\_\_ Sign Dimensions \_\_\_\_\_ Total Sq Ft \_\_\_\_\_

Location of Sign \_\_\_\_\_ Height to Top of Sign from Ground \_\_\_\_\_

**CONDITIONS OF APPROVAL:** This permit is issued pursuant to the following conditions. Failure to comply with these conditions may result in suspension or revocation of this permit or other penalty.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Fees: Section 13-1-106 The minimum fee for a sign permit shall not be less than \$15.00 for any sign or for an amount based on the sign area as follows: On-premise signs visible from a public right-of-way shall be calculated on the basis of \$2.00 per square foot in addition to the base fee of \$15.00. The calculation of the area of a ground sign or projection sign shall be the gross area of one face of the sign. The area of the sign shall be the gross area as calculated in this article.

**PERMIT DENIAL:**

Your request for a sign permit is denied. The reasons for the denial are specified Below. If you wish to appeal this finding, please contact the Zoning Administrator at City Hall.

PERMIT DENIED BY \_\_\_\_\_

DATE DENIED \_\_\_\_\_

REASONS FOR DENIAL \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PERMIT APPROVAL:**

The sign(s) described in this application meet the provisions of the Sign Ordinance as described in this application.

PERMIT ISSUED BY \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

PERMIT # \_\_\_\_\_