

# CITY OF SHEBOYGAN FALLS

## Sign Permit Application

Submit this form and the required plans to the City Clerk's office.

### Section 1: Applicant Information

<i>Applicant's full name</i>		<i>Phone number</i>	
<i>Business name</i>		<i>Phone number</i>	
<i>Business address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>

### Section 2: Property Information

<i>Property owner's name</i>		<i>Phone number</i>	
<i>Property owner's address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Parcel number</i>	<i>Current zoning classification</i>		

### Section 3: Sign Company Information

<i>Sign company name</i>		<i>Phone number</i>	
<i>Sign company address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>

### Section 4: Signage Information

#### PROJECT TYPE:

New    Alteration    Addition    Repair    Raze    Move    Other: \_\_\_\_\_

#### USEAGE:

Permanent    Seasonal    Other: \_\_\_\_\_

#### SIGN TYPE:

Wall    Pole    Ground    Roof    Window    Door    Other: \_\_\_\_\_

#### ILLUMINATION:

Internally    Externally    None

#### SPECIFICATIONS:

Height - \_\_\_\_\_ feet   Width - \_\_\_\_\_ feet   Sign face - \_\_\_\_\_ square feet

Is the sign double sided?    Yes    No

If applicable, please provide the window and/or door dimensions.

Window height - \_\_\_\_\_ feet    Window width - \_\_\_\_\_ feet

Door height - \_\_\_\_\_ feet    Door width - \_\_\_\_\_ feet

**LETTERING:**

Size - \_\_\_\_\_    Color - \_\_\_\_\_

**MATERIALS TO BE USED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXISTING SIGNAGE:**

Height - \_\_\_\_\_ feet    Width - \_\_\_\_\_ feet    Sign face - \_\_\_\_\_ square feet

Location: \_\_\_\_\_

Height - \_\_\_\_\_ feet    Width - \_\_\_\_\_ feet    Sign face - \_\_\_\_\_ square feet

Location: \_\_\_\_\_

**Section 5: Other**

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Along with this application, you must provide the following per City Code § 365-21 (O, 3):

- A site plan showing the location of the building, structure, or lot to which the sign is to be attached or erected, and showing the position of the sign in relation to nearby buildings, structures, and property lines. The site plan shall include photographs of the buildings and/or site of the proposed sign, including adjoining properties.
- A drawing of the plan showing design of the sign, lettering, colors, materials to be used, illumination, and mean of attachment to the building or ground.
- Written approval of an adjoining property owner if the servicing of a sign will require access from such adjoining property or adjoining building.

If the property is located in the Historic District, the Historic Preservation Commission will need to approve any and all signage to be installed.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_