

# SIGN PERMIT APPLICATION

## CITY OF RICHLAND CENTER

450 South Main Street, Richland Center, WI 53581

Email: [zoning@richlandcenterwi.gov](mailto:zoning@richlandcenterwi.gov)

Telephone: (608) 402-6391

This is an application only, and is not an authorization for sign installation. This application will be reviewed by the **Zoning Administrator**, and if approved, this application will be signed by the Zoning Administrator with a copy being returned to you. A separate building permit application may need to be filed. Applicants must complete all parts of this form unless otherwise instructed. Blanks will delay the processing.

**1. Use of Property**       Multi-family (  # of units)       Industrial  
    Commercial       Other ( \_\_\_\_\_ )

**2. Type of Work**  
 New Sign       Banner       Relocate       Temporary

**3. Project Location**  
Street Address: \_\_\_\_\_

**4. Property Owner**  
Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**5. Contractor**      Firm \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

**6. Work Description**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. Estimated Project Value**      \$ \_\_\_\_\_

**8. Applicant's Statement** I certify that the information provided on this form is complete and accurate and agree to comply with all applicable codes and ordinances of the City of Richland Center and the State of Wisconsin and any conditions attached hereto. It is further agreed that we hereby absolve and release the City of Richland Center, its agent or agents, from liability, if through the owner or his agent, an error is made in determining the property lines. It is further agreed that the City of Richland Center, its agent or agents, have no responsibility as to the determination of the property lines.

Base: \$40.00 plus \$1. Per Sq Ft: \_\_\_\_\_  
Fee \$ \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Base: \$40.00 plus \$1. Per Sq Ft: \_\_\_\_\_

Treasurer Receipt # \_\_\_\_\_  
Amount Paid \$ \_\_\_\_\_

Permit # \_\_\_\_\_  
Zoning Adm Approval \_\_\_\_\_

## SIGN PERMIT APPLICATION SUBMITTAL REQUIREMENTS

**ALL SIGN PERMIT APPLICATIONS SHALL PROVIDE THE FOLLOWING:**

1. A plot plan of the premises. Show the location and dimensions of all structures, existing signs, proposed sign(s) and their setbacks from all property lines, street or alley right of ways and driveways.
  2. Present an original drawing of the proposed sign(s) in detail showing height, dimension, and proposed copy.
  3. Structural plans and foundation plans for the sign(s) shall be submitted if required by the Zoning Administrator or the Building Inspector.
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**GENERAL INFORMATION:**

1. Area of existing signage:  
All types of signs \_\_\_\_\_

2. Building side facing street in lineal feet: \_\_\_\_\_ Corner lot: Yes \_\_\_\_\_ No \_\_\_\_\_

	Sign #1	Sign #2	Sign #3
3. Area of proposed sign in Sq.Ft.	_____	_____	_____
Type of sign (wall, ground, projecting, etc):	_____	_____	_____
Sign Height op of sign above ground):	_____	_____	_____
Sign Dimensions:	_____	_____	_____
Illumination (none, internal, directed):	_____	_____	_____
Setback from front property line:	_____	_____	_____
Setback from side property line:	_____	_____	_____

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**PERMIT FEES:**

\$40.00 PLUS \$1.00 PER SQUARE FOOT OF SIGN ARES

\*\*\*NOTE: Permit fees double if work commences prior to obtaining a permit.\*\*\*

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**Smaller project drawings and/or specifications may be submitted using the space below.**