

SIGN PERMIT APPLICATION

Site Plans are required as part of this application. See the Site Plan section below for details to include.

Applicant Information

Business Name _____

DBA Name (if applicable) _____

Principal Contact _____

Phone Number _____ Email Address _____

Business Street Address _____

City _____ State _____ Zip Code _____

Mailing Address is the same as above

Business Mailing Address _____

City _____ State _____ Zip Code _____

Property Owner Information

Same as Applicant (Skip to **Site Information**)

Business Name (including DBA if applicable) _____

Principal Contact _____

Phone Number _____ Email Address _____

Business Mailing Address _____

City _____ State _____ Zip Code _____

Site Information

Tax Parcel Number _____ - _____ - _____

Zoning District

Single Family Residential (R-1) Multiple Family Residential (R-2) Multiple Family Residential (R-3-4)

Multiple Family Residential (R-5) Residential Office (R-O) Residential Agriculture (R-A)

Commercial General (C-G) Commercial Downtown (C-DT) Industrial (IND)

Industrial Park (I-P) Mobile Home Park (MHP) Other: _____

Sign Contractor Information

Business Name _____

Principal Contact _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Site Plans

- **Sign Design** – include sign dimensions and copy as well as any foundation or electrical elements
- **Sign location** – show property lines, include dimensions of all structures, existing signs, proposed signs and their placement with regard to each other, property lines, street or alley right of ways, driveways and sidewalks.

Sign Specifications (check all that apply)

Sign 1

Type of Sign New Sign, ground New Sign, wall Banner Relocation of existing Sign
 New Face (without any other changes to existing sign) Single Sided Double Sided

Dimensions: Width _____ Height _____ Total Square Footage _____

Sign height above the ground (mounted on base or pole) _____

Illumination: None Internal Directed

Sign location on building: Front Side Back

Sign 2

Type of Sign New Sign, ground New Sign, wall Banner Relocation of existing Sign
 New Face (without any other changes to existing sign) Single Sided Double Sided

Dimensions: Width _____ Height _____ Total Square Footage _____

Sign height above the ground (mounted on base or pole) _____

Illumination: None Internal Directed

Sign location on building: Front Side Back

Sign 3

Type of Sign New Sign, ground New Sign, wall Banner Relocation of existing Sign
 New Face (without any other changes to existing sign) Single Sided Double Sided

Dimensions: Width _____ Height _____ Total Square Footage _____

Sign height above the ground (mounted on base or pole) _____

Illumination: None Internal Directed

Sign location on building: Front Side Back

Fee

Base \$40.00

Sign #1 _____

Sign #2 _____

Sign #3 _____

Total _____

This application will be reviewed by the Zoning Administrator, and if approved, you will be notified of the permit fee. NOTE: If the sign contains illumination a separate building permit application may need to be filed with the Building Inspector.

I certify that the information provided on this form is accurate and complete to the best of my knowledge. I acknowledge that submitting incorrect or incomplete information may result in delays or denial of the permit. I 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. I authorize zoning staff to enter my property to confirm compliance with the applicable zoning code. 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.

Applicant Signature _____ **Date** _____

Property Owner Signature _____ **Date** _____