

Sign Permit Application Form

Sign permit applications will be processed by the Village Sign Code Administrator, who shall review the application for its completeness and accuracy and approve or deny, in writing, the application within 30 days of receipt.

Please review the sign code of the Village prior to submitting an application for a sign. Examples of signage considered in keeping with the spirit of the Village sign code are available for your review.

1. If the proposed sign is not in compliance with the requirements of the sign code ordinance and all other regulations of the Village, the Sign Code Administrator shall deny such permit and state the specific reasons for denial.
2. If the proposed sign complies with all dimensional ordinance requirements, the Sign Code Administrator shall consider the purpose, appearance, location, lighting, height, size and impact of the sign relative to the scenic beauty of the vicinity and to the values identified in the sign ordinance. If the Sign Code Administrator feels, on the basis of the above noted considerations, that there is a question as to whether or not the proposed sign is in accordance with the intent of the sign ordinance; the applicant shall be referred to the Planning Commission. Following its review, the Planning Commission shall approve, approve with modifications, or deny the sign permit application.
3. If the Sign Code Administrator determines that the sign is in compliance with the intent of the sign ordinance and all other regulations of the Village of Pewaukee, the sign permit shall be issued.
 - A sign permit shall become null and void if work authorized under the permit has not been completed within twelve months of the date of issue.
 - The fee for a sign permit application is \$50.00 plus \$2.50 per square foot of sign area for each individual sign, which must be paid at the time of application.

Please note: The owner of any sign as defined and regulated by this ordinance shall be required to properly maintain the appearance of all parts and supports of their sign as directed by the Village.

Following sign permit application approval of the Sign Code Administrator, a building permit may be needed for construction/lighting. Contact Building Services at 691-9107 between 7 and 10 a.m.

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Address where written approval/denial should be mailed:

Owner of Business where sign is to be located: _____

Name of Business: _____

Phone Number: _____

Exact Address where sign is to be located (including unit # if applicable):

If there are currently any signs at the location, list the type and size (in square feet) of each sign:

Which of the existing signs, if any, will remain?

Name of person, firm, corporation or association erecting the sign:

Phone number: _____

Signature

Date

Please attach the following information to this application.

1. Written consent of the owner of the building, structure, or land to which or upon which the sign is to be affixed.
2. A scale drawing of such sign indicating the exact dimensions (including square footage calculation of sign), materials to be used, color scheme, type of illumination, if any, and the method of construction and attachment.
3. A scale drawing indicating the location and position of such sign in relation to nearby buildings, structures, sidewalks, lot lines and driveways. Show the number of feet from lot lines the sign is to be located.
4. Freestanding signs require landscaping. If application is for such a sign, submit an associated landscape plan (see Sec. 70.113 of the Village Sign Code for more information).

(Based on Sign Code Adopted by VB 3/09) – Revised 3/09