

# Sign Permits

## Signs requiring a permit

In general, a sign permit is required for installation, movement, or change of every permanent sign that identifies or advertises a non-residential land use. Exceptions include business nameplates < 2 sq. ft., "open" signs < 4 sq. ft., menu board signs < 25 sq. ft., and temporary signs and removable sandwich board/pedestal signs meeting various standards. See Section 10-1-0901(i) for a complete list of signs that do NOT require a sign permit.

## Sign permit application

A copy of the Village's sign permit application is available at Village Hall or [www.prairiedusac.net](http://www.prairiedusac.net) (found under building permits in Planning/Building/Zoning Department section). The application lists required materials, which include a detailed design of the sign and a site plan or building plan showing where the sign would be placed. There is also an application fee. In rare cases, the Village may need consultant review, which may require an additional fee.

## Processing time

Once you submit a complete application and fee, you can expect final Village action in 10 business days in most cases. Certain types of signs also require Plan Commission approval, which will take more time. These include signs that are part of a larger development project or that are treated differently by ordinance.



## Why have sign regulations?

- ❖ To promote public safety, especially along public roads and sidewalks
- ❖ To protect and enhance community appearance, following the vision and goals in the Sauk Prairie Comprehensive Plan and other adopted plans and guidelines
- ❖ To aid in the proper development and promotion of business and industry, while avoiding competing signs between adjacent businesses
- ❖ To recognize that different zoning districts and different parts of Prairie du Sac have different characteristics, and that sign regulations should vary based in part on those differences



## GUIDE TO THE VILLAGE'S SIGN REGULATIONS

A summary of key provisions within Article 9 of the Village's zoning ordinance, related to permits, installation, and maintenance of signs in the Village and its extraterritorial zoning jurisdiction (parts of the Town of Prairie du Sac). See Article 9 of the Village zoning ordinance for detailed requirements, available at Village Hall or [www.prairiedusac.net](http://www.prairiedusac.net).



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# Temporary Signs

## What are temporary signs?

Temporary signs are generally defined as signs that are intended or designed for a short-term placement—a couple of days or weeks as opposed to several months or years. While the Village does not require a sign permit for temporary signs, they still need to meet applicable zoning ordinance standards. Common types of temporary signs include “sale” banners, real estate signs, special event signs, temporary signs in windows, and garage/yard sale signs.

## Temporary sign regulations

- ❖ Apply to everyone: businesses, individuals, churches, realtors, etc.
- ❖ Limited to one temporary sign per each separate user on a lot at any one time
- ❖ Limited to maximum of 90 days per year for all temporary signs per user
- ❖ May not be placed in public rights-of-way, except with Village approval
- ❖ May not be placed off-site, except for one yard sale or public event sign
- ❖ No more than 25% of windows covered
- ❖ Signs that move, flash, inflate, have wheels, or block movement not allowed
- ❖ May request that Plan Commission waive or alter above standards

## Sandwich board signs

The Village also allows one sandwich board or pedestal sign per business, provided it is removed every night, not lit, ≤ 5 ft. tall, ≤ 3 ft. wide, ≤ 6 sq. ft./side of sign area & generally not on sidewalk or public way. Sidewalk placement allowed in B-C Central Business district if can't place on private lot, ≥ 4 ft. of sidewalk width maintained, sign ≥ 3 ft. from curb, placed in front of business & designed per Downtown Design Guidelines.

# Summary of Sign Regulations for Non-Residential Districts

Zoning District <sup>2</sup>	Maximum Sign Area and Height (ft = feet; sf = square feet) <sup>1</sup>		Maximum Number of Signs <sup>1</sup>
	On-Building <sup>4</sup>	Freestanding <sup>3</sup>	
<b>A-P, A-H A-T, CON</b>	48 sf, or 1 sf of sign area per 1 foot of wall length to a maximum of 100 sf, whichever is greater	Maximum Area—32 sf/side Max Height—8 ft More as conditional use	1 on-building sign and 1 freestanding sign
<b>I-1</b>	Where total floor area < 20,000 sf, follow B-N zoning district sign requirements Where total floor area ≥ 20,000 sf, follow O-R zoning district sign requirements		
<b>B-C<sup>6</sup></b>	Wall, Awning, Marquee, or Projecting signs allowed: For front wall—2 sf per linear foot of length of that wall; maximum of 100 sf per business For another signable wall <sup>5</sup> —1 sf per linear foot of length of that wall; maximum of 50 sf per business	Monument or Arm/Post only: Maximum Area—42 sf/side Max Height—8 ft	2 on-building signs per business 1 projecting or marquee sign per signable wall <sup>5</sup> 1 freestanding sign per lot
<b>B-N</b>	Wall, Awning, or Projecting sign allowed: 1 sf of sign area per linear foot of length of that wall; max. of 50 sf per business per signable wall <sup>5</sup>	Monument or Arm/Post Only: Maximum Area—50 sf/side Max Height—8 ft	1 on-building wall sign per signable wall <sup>5</sup> per business 1 freestanding sign per lot
<b>O-R B-R AIR</b>	Wall, Awning, or Projecting sign allowed: 1 sf of sign area per 1 linear foot of length of that wall; max of 150 sf per signable wall <sup>5</sup>	Monument or Arm/Post only: Maximum Area—64 sf/side Max Height—10 ft	1 on-building sign per signable wall <sup>5</sup> per business 1 freestanding sign per lot (2 for lots with 500+ ft of frontage)
<b>B-H M-L M-G</b>	Wall, Marquee, or Awning sign allowed: 1 sf of sign area per linear foot of length of that wall, maximum of 300 sf per signable wall <sup>5</sup>	Monument or Pylon sign: Maximum Area—64 sf/side Max Height—10 ft for Monument or 20 ft for Pylon	1 on-building sign per signable wall <sup>5</sup> per business 1 freestanding sign per lot (2 for lots with 200+ ft of frontage)

<sup>1</sup> This table is only a summary of the sign regulations applicable to nonresidential zoning districts. See Section 10-1-0906 for details.  
<sup>2</sup> Zoning map of the Village and its extraterritorial zoning jurisdiction available at Village Hall or <http://www.prairiedusac.net/>.  
<sup>3</sup> Minimum setback ≥ sign height, except in B-C district. I-1, O-R, B-R, AIR, B-H, M-L & M-G districts also allow “group development signs.”  
<sup>4</sup> Signs within and on windows are also permitted, provided that ≤ 25% of window area covered (≤ 35% if no other signage used for business).  
<sup>5</sup> “Signable wall” means a **front wall, street side wall, or interior or rear side wall with a customer building entrance facing a parking lot.**  
<sup>6</sup> B-C signs also subject to illumination, color, material, and other requirements in Sec. 10-1-0906(f)(3) & Downtown Design Guidelines.

## Nonconforming, illegal, and miscellaneous signage provisions

- ❖ Signs that were legally constructed but that do not conform to the current sign regulations of the Village may continue as legal non-conforming signs. Such signs must be removed or brought into conformance when substantially altered or moved, fall into disrepair, or the associated business closes.
- ❖ All signs must be soundly built and carefully maintained in accordance with associated sign regulations.
- ❖ Any sign illegally placed in the public right-of-way is subject to immediate removal without notice.
- ❖ Any person aggrieved by a sign ordinance provision or decision of the Zoning Administrator may apply for a variance or appeal to the Zoning Board of Appeals, which has its own process and fee.