



SIGN PERMIT APPLICATION

Part I. General Information

Applicant information:

Person's Name(s): _____

Firm Name (if any): _____

Relationship (check one): Owner Tenant Prospective Owner/Tenant Representing: _____

Mailing Address: _____ City: _____ State: ____ Zip: _____

Office/Home Phone #: _____ Mobile Phone #: _____

Email: _____

Property owner information:

Person's Name(s): _____

Ownership (check one): Individual Trust Partnership Corporation/LLC Other: _____

Mailing Address: _____ City: _____ State: ____ Zip: _____

Office/Home Phone #: _____ Mobile Phone #: _____

Email: _____

Parcel number or legal description of subject property:

Subject property address or street boundaries:

Subject property's zoning district:

Current use of subject property (check all applicable uses):

- multiple family residential—3+ unit building(s)
- mixed commercial/residential building(s)
- office/research
- retail/commercial services
- manufacturing/warehousing/contractor
- institutional use
- parking
- other use: _____

Summary of proposed sign(s):



Parcel Address or ID #: _____

Part II. Permit Application Submittal Requirements

Along with this application, please submit a non-refundable sign permit application fee of \$85. Also, please submit one easily reproducible electronic copy (e.g., PDF) of the following materials to make a complete application.

- A plan for the entire subject property, drawn to a recognized scale, and showing the location of the proposed sign(s); the location of existing signs on the property; all property lines and buildings in the property; and parking areas, driveways, public roads, and buildings within 50 feet of the proposed sign. (Any approved site and building plans for the property, per Section 10-1-1307 of the Village's zoning ordinance, may be used if sign locations are indicated on such approved plans.)
- A diagram of the proposed sign(s), drawn to a recognized scale, and listing and depicting the type, height, width, total square footage and square footage of each sign component, method of attachment, structural support, method of illumination, and sign materials and colors.
- A summary of existing signage on the property, including quantity, location, type, and area of all the signs on the property both before and after the installation of the proposed sign(s).
- Evidence that any proposed sign(s) on property abutting Highways 12, 60, or 78 and within Wisconsin Department of Transportation (DOT) right-of-way or setback jurisdiction has obtained DOT approval.
- Any other item of information required by the Village Zoning Administrator or Building Inspector for the purpose of application evaluation.

Paper copies of these materials must be provided if requested by the Zoning Administrator.



Parcel Address or ID #: _____

Part III. Basis for Granting Sign Permit

1. Have all standards of the Village zoning ordinance and other applicable Village, Town, State, and Federal regulations been met? If not, please explain which standards are not met or not yet met, and why. Consult with Village/Zoning Administrator as necessary.

2. Are there any traffic safety, traffic visibility, sign setbacks, and structural integrity matters associated with this sign(s)? Explain which ones, or what measures have been taken to assure that these matters have been addressed.

3. Under the Village’s zoning ordinance, is a conditional use permit or site plan approval required for the sign? If so, has one been granted? Conditional use permits or site plan approvals are required for certain types of signs (e.g., community information signs), where normal dimensions of certain types of signs are proposed to be exceeded (e.g., for freestanding signs in agricultural zoning districts), or for signs within certain types of developments (e.g., large scale retail).

Part IV. Additional Information

Value of Sign: \$ _____

Contractor Installing Sign: _____

Contractor Address: _____

Contractor Phone #: _____

Contractor Email: _____



Parcel Address or ID #: _____

Part V. Reimbursement for Development Review Services

The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 10-1-1318(d) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

Part VI. Signatures

By signing and dating below, I/We:

1. Reviewed and understand the Village of Prairie du Sac zoning ordinance and its standards of approval related to this application;
2. Read, understand, and accept my/our responsibilities under the reimbursement section above;
3. Submitted an application that is true, correct, and complete to the best of my/our knowledge;
4. Acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application;
5. If this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and
6. Understand that the Village’s zoning ordinance and/or the conditions of development approval may specify timeframes within which I/we must take certain actions related to the development of the subject property, or risk having the approval being nullified.

Signature of Applicant

Date

Signature of Property Owner (if different)

Date



Parcel Address or ID #: _____

Part VII. Record of Administrative Procedures (*to be completed by Village*)

Verification that subject property within (check one)

Village of Prairie du Sac

Town of Prairie du Sac (i.e., in Village Extraterritorial (ET) Zoning Jurisdiction)

Pre-application conference with Village Administrator or designee (optional)

Date of conference: _____ Participants: _____

Application and required plans filed with Village

Date filed: _____ Village staff who accepted application: _____

Application fee received by Village

Date received: _____ Village staff who accepted fee: _____

Application and submitted plans verified as being complete

Date verified: _____ Village staff who verified completeness: _____

Determination by Zoning Administrator as to whether requested sign requires approval or recommendation from another body under the zoning ordinance (e.g., conditional use permit, site plan approval). If not applicable, write N/A and go to next step.

Review Authority: _____ Meeting date: _____

Action (circle one): Approval as presented Approval with modifications Denial

Zoning Administrator action

Date of action: _____ (within 10 working days of acceptance of complete application, except if conditional use permit or site plan approval required)

Action (circle one): Approval as presented Approval with modifications Denial

Building Inspector action

Date of action: _____ Permit # _____

Action (circle one): Approval as presented Approval with modifications Denial

Applicant notified of decision

Date: _____ Village staff who notified Applicant: _____