

# SIGN PERMIT APPLICATION

City of Shawano • 127 S. Sawyer Street • Shawano, WI • 54166  
 Phone: (715)526-6138 • Fax: (715)526-5751

## INSTRUCTIONS

This form is to be used for all new signs and for any conversions or changes to the structure of an existing sign. A permit is *not* required for changes to the copy of an existing sign, or the cleaning, repair, or other normal maintenance of the sign or sign structure. To complete the form properly, please review the instructions below, as well as Article IX of the City of Shawano Zoning Code.

Signs must comply with all applicable provisions of Article IX of the City of Shawano Zoning Code, including general sign regulations, regulations pertaining to sign type and quantity, design review criteria, and limitations according to the land use and zoning district. Illuminated signs must also comply with Section 10-106 of the City of Shawano Zoning Code. Signs must comply with the applicable provisions of the electrical code as adopted by the City. Signs proposed as part of a Planned Development require Plan Commission approval as a modification of the site's Specific Implementation Plan.

## PROPERTY INFORMATION

Address of Property: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Use of the Building: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_  
 Cost of sign to be installed: \$ \_\_\_\_\_

Permit #: _____
Staff Review: <input type="checkbox"/> PC Review: <input type="checkbox"/>
Permit Fee: _____      Fee Paid: <input type="checkbox"/>
Approved by: _____
Date: ___/___/___

Applicant (Sign Owner)		Contractor
<b>Name</b>	_____	_____
<b>Address</b>	_____	_____
<b>Phone No.</b>	_____	_____
<b>Email</b>	_____	_____

I understand that I am subject to all applicable codes, statutes and ordinances and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and certify that all of the above information is accurate, and that I am authorized by the property owner or lessee to erect the proposed sign(s).

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

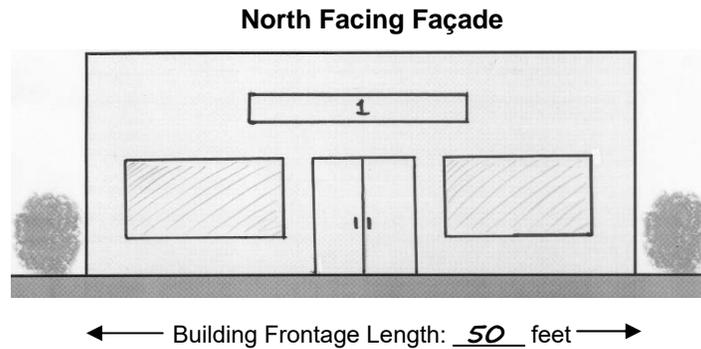
## APPLICATION CHECKLIST

Each sign permit application shall include:

- Applicant City \_\_\_\_\_
- \_\_\_\_\_ This form, filled out completely
  - \_\_\_\_\_ Electrical permit if applicable
  - \_\_\_\_\_ Sign permit fee
  - \_\_\_\_\_ Other information as requested by the Zoning Administrator

# SAMPLE SIGN PLAN DIAGRAMS

- **ON-BUILDING SIGNS** (see page 3 for the application template)



Sign Number on Diagram: 1 Sign Length: 20 feet x Sign Height: 2 feet = Area: 40 square feet

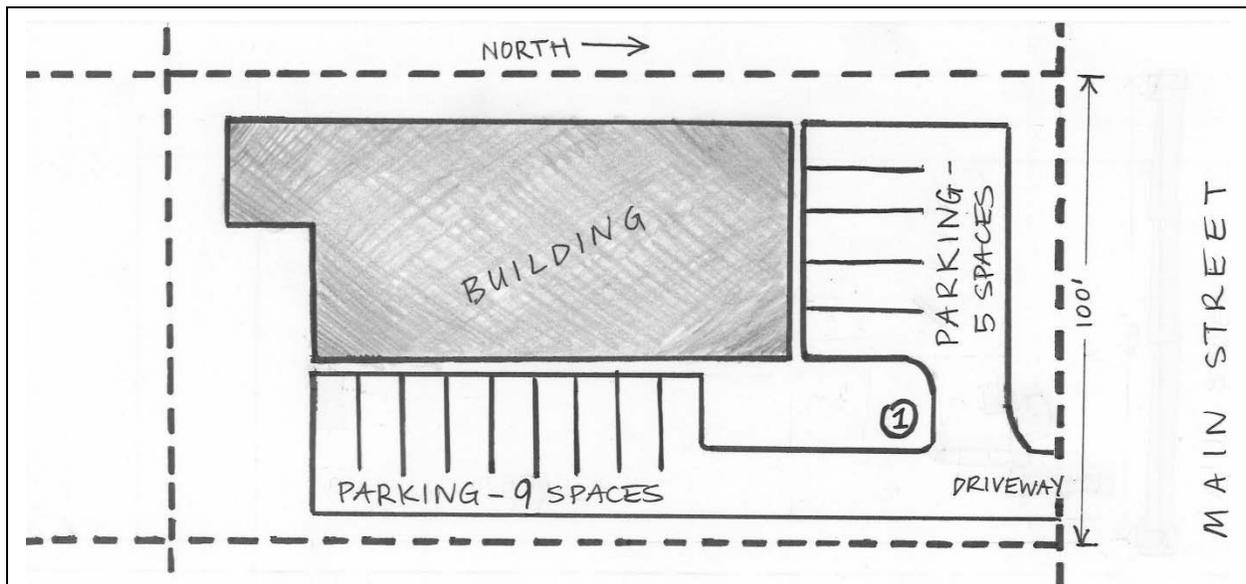
Proposed Sign (new)       Existing Sign – to remain on site       Existing Sign – to be removed/replaced

Sign Copy: Main Street Shop

Sign Type:       Wall       Awning/Canopy       Marquee       Projecting       Suspended

- **FREESTANDING SIGNS** (see page 4 for the application template)

This is a sample signage plan for freestanding signs. See page 4 for the instructions and template.

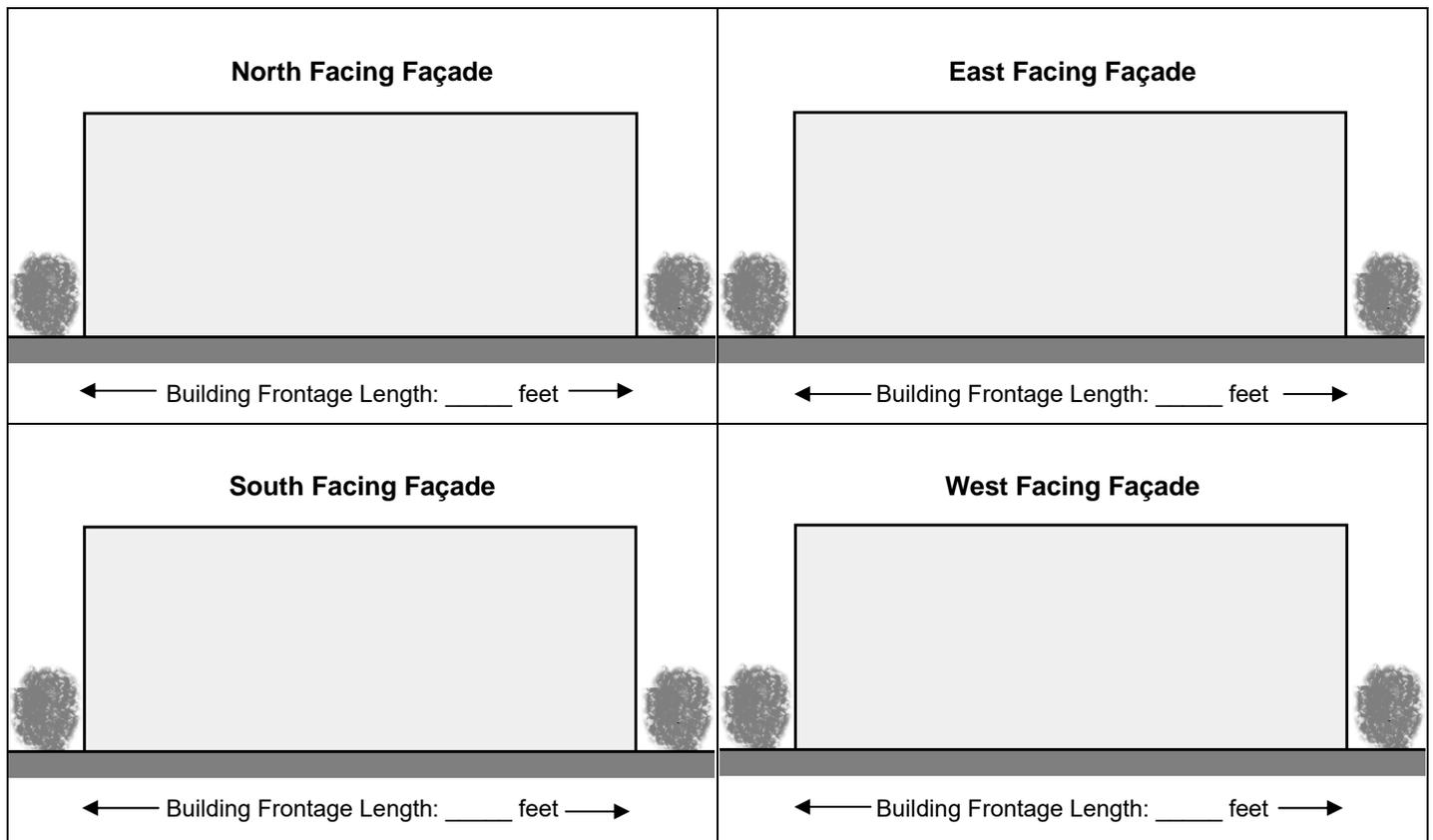


Freestanding Sign Number	Status	Height (ft.)	Area (sq. ft.)	Sign Type
1	<input checked="" type="checkbox"/> Proposed Sign (new) <input type="checkbox"/> Existing Sign – to remain on site <input type="checkbox"/> Existing Sign – to be removed/replaced	12	75	<input checked="" type="checkbox"/> Arm/Post <input type="checkbox"/> Monument

## ON-BUILDING SIGNS – INSTRUCTIONS FOR PAGE 3

On the diagram on the following page, fill in the building frontage length and mark the approximate location of all proposed and existing on-building signs. Repeat for each building façade. Show entrances and windows if desired. Label each sign on the diagram with a unique number (e.g. 1, 2 ...). Fill out the information about each sign in the form below the diagram. Attach a separate sheet if more space is needed. (A sample diagram on the following page.)

See instructions on page 2. Please show all proposed and existing on-building signs.



Sign Number on Diagram: \_\_\_\_ Sign Length: \_\_\_\_ feet x Sign Height: \_\_\_\_ feet = Area: \_\_\_\_ square feet

Proposed Sign (new)       Existing Sign – to remain on site       Existing Sign – to be removed/replaced

Sign Copy: \_\_\_\_\_

Sign Type:       Wall       Awning/Canopy       Marquee       Projecting       Suspended

Sign Number on Diagram: \_\_\_\_ Sign Length: \_\_\_\_ feet x Sign Height: \_\_\_\_ feet = Area: \_\_\_\_ square feet

Proposed Sign (new)       Existing Sign – to remain on site       Existing Sign – to be removed/replaced

Sign Copy: \_\_\_\_\_

Sign Type:       Wall       Awning/Canopy       Marquee       Projecting       Suspended

Sign Number on Diagram: \_\_\_\_ Sign Length: \_\_\_\_ feet x Sign Height: \_\_\_\_ feet = Area: \_\_\_\_ square feet

Proposed Sign (new)       Existing Sign – to remain on site       Existing Sign – to be removed/replaced

Sign Copy: \_\_\_\_\_

Sign Type:       Wall       Awning/Canopy       Marquee       Projecting       Suspended

Sign Number on Diagram: \_\_\_\_ Sign Length: \_\_\_\_ feet x Sign Height: \_\_\_\_ feet = Area: \_\_\_\_ square feet

Proposed Sign (new)       Existing Sign – to remain on site       Existing Sign – to be removed/replaced

Sign Copy: \_\_\_\_\_

Sign Type:       Wall       Awning/Canopy       Marquee       Projecting       Suspended

**Total area of all on-building signs to remain on site: \_\_\_\_\_ square feet**

## SIGNAGE PLAN FOR FREESTANDING SIGNS – INSTRUCTIONS

Please sketch a signage plan for freestanding signs for the property, drawn to a recognizable scale. A sample signage plan is shown on the bottom of page 2. Label each sign on the signage plan with a unique number (e.g. 1, 2 ...), and fill in the table below for all proposed and existing signs. Attach a separate sheet if more space is needed. **The signage plan should show the following:**

- Location of the proposed freestanding sign
- Location of all other existing freestanding signs on the property
- Length of public right-of-way frontage(s)
- Description of method of attachment, structural support, method of illumination, and sign materials
- All property lines and buildings on the property
- All parking areas, number of parking stalls, driveways, and public roads.
- Approximate value of the sign to be installed, including installation
- North arrow

**Draw the freestanding signage plan here:**

Freestanding Sign Number	Status	Height (ft.)	Area (sq. ft.)	Sign Type
	<input type="checkbox"/> Proposed Sign (new) <input type="checkbox"/> Existing Sign – to remain on site <input type="checkbox"/> Existing Sign – to be removed/replaced			<input type="checkbox"/> Arm/Post <input type="checkbox"/> Monument
	<input type="checkbox"/> Proposed Sign (new) <input type="checkbox"/> Existing Sign to remain on site <input type="checkbox"/> Existing Sign to be removed/replaced			<input type="checkbox"/> Arm/Post <input type="checkbox"/> Monument