



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: _____

Telephone: _____ e-mail: _____

Person's Name(s): _____

Property owner information:

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

Mailing Address: _____

City: _____ State: ____ Zip: _____

Telephone: _____ E-mail: _____

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):

- | | | |
|---|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> residential | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> mixed commercial/residential building(s) | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> office/research/clinic | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> retail/commercial services | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> manufacturing/warehousing/contractor | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> institutional use | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> other use: _____ | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |



SIGN PERMIT APPLICATION
Parcel Address or ID

#: _____

Summary of proposed sign(s): _____

Value of Sign: \$ _____

Contractor Installing Sign: _____

Contractor Address: _____

Contractor Phone #: _____

Contractor email: _____

Part II. Permit Application Submittal Requirements

Along with this application, please include a fee to cover Village processing and review expenses. For a sign permit, the fee is \$0.50 per square foot of the sign's surface area, but not less than \$10.

Also, please submit one electronic copy and 2 hard copies of the following plans that are required to make a complete application:

- The name and address of the permit applicant.
- A site plan for the property showing, at a minimum, the location of the proposed sign; the location of all existing signs on the property; all property lines and buildings on the property; and parking areas, driveways, public roads, and buildings within 50 feet of the proposed sign.
- A diagram of the proposed sign, drawn to a recognized scale, and listing and depicting the type, height, width, total sign square footage, square footage of each sign component, method of attachment, structural support, method of illumination, and sign materials.
- The property's zoning district designation.
- A summary of existing signage on the property, including quantity, location, type, and area of all signs on the property both before and after the installation of the proposed sign.
- Proof of payment of the appropriate sign permit fee, per Title VI, Chapter 2.
- Any other item of information that may be reasonably required by the Zoning Administrator for the purpose of application evaluation.
- Any sign on property abutting Highway 51 and/or within Wisconsin Department of Transportation right-of-way or setback jurisdiction may also require approval from the Wisconsin Department of Transportation, which is the responsibility of the applicant to research and obtain.



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Part III. Basis for Granting Sign Permit

The Village’s Zoning Administrator will determine whether the proposed sign is in compliance with Article 10 of the zoning ordinance, which contains the Village’s sign regulations. Those applying for sign permits are urged to read through Article 10 to ensure their application and proposed sign is compliant.

Part IV. 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 2.13.17(f) 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 V. Signatures

By signing and dating below, I/We:

1. Reviewed and understand the Village of Poynette 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 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



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

- 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 by Zoning Administrator

Date verified: _____

- 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 CUP or site plan required)

Action (circle one): Approval as presented

Approval with modifications Denial

- Applicant notified of decision

Date: _____