Department of Planning & Economic Development

City of Marshfield- Plan Commission
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Sign Permit Application

Alternative___☐___Standard___☐___

Office Use Only
Permit No. _____

Date:_____

Sign Location
Address_____

Valuation (material + installation costs)_____

Zoning District_____

Type of Business or Institution_____

Special District?
Yes_____No_____

Sign Owner (Business or Institution)	Name_____ Address_____ City_____ State____ Zip_____ Phone _____
Sign Contractor	Name_____ Address_____ City_____ State____ Zip_____ Phone _____
Property Owner	Name_____ Address_____ City_____ State____ Zip_____ Phone _____

☐ Electric ☐ Internally Illuminated
☐ Non-Electric ☐ Externally Illuminated

Type of Illumination_____

Specific Listing Agency_____

Electrical Contractor

Name_____

Address_____

City_____Phone_____

Sign Information

☐ New ☐ Face Change

Sign Type

☐ Monument ☐ Wall ☐ Pole/pylon
☐ Electronic Reader Board ☐ Projecting
☐ Canopy/awning ☐ Billboard ☐ Other
☐ Changeable Copy

Freestanding Sign: Total sign sq. ft:_____Height_____
Setback from property line_____

Wall Sign: Total sign sq. ft:_____Height to bottom of sign on building elevation_____

Other Sign: Total sign area_____

Location of sign on property:_____
_____

Site Information

Lineal measurement of street frontage:_____
Is this a corner lot? Yes/No
Lineal measurement of side street frontage(if applicable):_____

Lineal measurement & height of wall on which sign is attached:

East façade____x____

West façade____x____

North façade____x____

South façade____x____

Complete other side

List All Existing Signs on Premises:

(Add additional pages if necessary)

Type	Size	Square Feet	Location/Message
_____	_____x_____	_____	_____
_____	_____x_____	_____	_____
_____	_____x_____	_____	_____
_____	_____x_____	_____	_____

Checklist:

Filing Fee:

Standard Permit: $50.00 plus $.25 per square foot exceeding 100 square feet

Alternative Permit: $150.00

Photographs: Provide a picture of all current signs on the premises

Two Copies of the following are required:

a) Site Plan, drawn to scale including the following:

- ☐ Dimensions of property, lot lines, and driveways
- ☐ Streets adjoining the property
- ☐ Existing buildings and structures
- ☐ Existing off-street parking, loading and circulation area
- ☐ Location of the proposed signs and existing freestanding signs, with setback dimensions

b) For wall or other building signs

- ☐ Elevations, including dimensions, of building wall on which sign is proposed;
- ☐ Location & dimensions of other signs on the building elevation
- ☐ Dimensioned drawings of the proposed sign, including sign legend or message, lettering or font style, colors, lighting source, and materials.
- ☐ Construction specifications and method of attachment

c) For Free Standing Signs:

- ☐ Dimensioned drawings of the proposed sign, including sign legend or message, lettering or font style, and colors;
- ☐ Construction specifications and method of attachment;
- ☐ Dimensions of property, lot lines, and driveways
- ☐ Location of proposed signs with setback dimension

Applications for permits must be accompanied by accurately dimensioned drawings of the sign and support, including any message copy thereon. The drawing shall include calculation of the gross surface area of the sign (as required in the Sign Ordinance). Structural engineering of the sign and supporting structure may be required.

I hereby apply for a Sign Permit and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Marshfield and with Wisconsin Building Codes; that I understand this is not a permit but only an application for a permit and work is not to start without a permit; that the work will be in accordance with the approval plan in the case of work which requires a review and approval of plans.

_____

Applicant's Signature

Approved: PL & ED: _____ DATE:_____ ELECTRICAL INSPECTOR: _____ DATE:_____