

APPLICATION FOR SIGN PERMIT

Fee Submitted _____
Check # _____
Rec'd by _____
Date _____
Permit # _____

VILLAGE OF WESTON
5500 SCHOFIELD AVENUE
WESTON, WISCONSIN 54476

Revised: 1/1/2012

***Please complete one application per sign ***

The application must be filled out completely to be accepted and processed by staff

FAILURE TO OBTAIN SIGN PERMIT RESULTS IN DOUBLE THE FEE FOR THE PERMIT

Most signs can be processed by staff and do not need Plan Commission or Village Board approvals

Sign Permit Type:

Permanent Sign

New - \$1.00 per square ft or fraction thereof (Minimum fee \$50) – Computed on each face of such sign

Face Replacement – (No change in size or no structural change to existing sign)

New Business - \$1.00 per square ft or fraction thereof (Minimum fee \$50) – Computed on each face of such sign

Existing Business – No charge if replacing same square footage–
Application must still be filled out & sign permit issued.

New Development/Subdivision Promotional Sign - \$50 fee per sign – Approval for up to one year

Special Event Sign (Temporary Reader/Message Board and Banners) - \$20 fee per sign
Approval for no more than 30 days at a time no more than 5 times per year

Electric Sign Wiring: Please add an additional \$30 per sign

Sign Classification: Please see Article IX Signs (Sec. 94.156-94.168) for sign definitions

Flat Wall Sign

Ground Sign (<= 6 ft tall) *Please provide a landscape plan per Sec. 94.137 (7)d.*****

Projecting Sign

Electric Message Unit Sign

Freestanding (Pylon) Sign (>6 ft tall)
Please provide a landscape plan per Sec. 94.137 (7)d.

Portable Reader Board Sign Banner

Total Fee Submitted: _____

1. Legal Owner of Property on which sign is to be located:

Name _____
Business Name (if applicable) _____
Address _____

Phone: _____ Fax: _____ E-mail: _____

2. Business Occupant Name/s on Sign: _____

3. Legal Description of Property on which sign is to be located, including Highway or Street (**must provide information and drawing on proposed location on property with distances from property lines and buildings – please note all signs must be a minimum of 5 ft from street yard property lines & are considered accessory structures for side & rear setbacks (min. 10ft)**):

4. Sign Description (**must provide drawing of proposed sign with dimensions shown on the drawing and provide a location on the site which show setbacks for all signs displayed on the ground on the property**):
Size: _____
Total Height: _____
Total Square footage of proposed sign (used in calculating fee): _____
Illuminated? _____ If YES, type: _____
Composition: Metal _____ Wood _____ Other _____
Single _____ or Double _____ view.
If an electronic message board, color of the text _____

5. What is the square footage of the buildings front façade on the property? _____
(Please note that total wall signage on the building cannot exceed 10% of the buildings total front façade)

6. Are there existing signs located on the building at this time?: _____

If yes, please provide the total square feet of existing signs (building & monument/ground signs) located on the property and pictures of all signs & their location. _____

Please provide total square footage and picture of each sign currently located on property. Use separate paper if necessary.

7. Cost of Sign: _____

8. Sign Company/Contractor:
Co. Name _____ Attn: _____
Address _____

Phone: _____ Fax: _____ E-mail: _____

9. Mail Permit to:
Name _____
Address _____

Fax: _____ Email: _____

10. If new development/subdivision promotional sign or special event sign (please note that special event signs will only be approved for 30 days at a time, no more than 5 times per year):

Date sign expected to be placed on property: _____

Date sign will be removed from property: _____

11. In signing this application, the applicant certifies that the legal property owner is in accord with same, and all of the Village of Weston Ordinances are and will be complied with.

Applicant Signature _____

Date _____

Phone: _____

Email: _____

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FOR OFFICE USE ONLY

Permit # - _____

If new development/subdivision promotional sign or special event signage, deadline for removal is: _____

Contingencies placed on approval: _____

Date _____ Approved/Disapproved By: _____

Requires Staff Approval Only

Plan Commission notified via PC consent agenda on (Date): _____

Requires Plan Commission Approval - Date of Approval _____

Requires Village Board Approval - Date of Approval _____

**If sign is illuminated, copy of approved permit forwarded to Electrical Inspector on (Date) _____

Applicant Notified of Permit approval/disapproval on: _____