



Sign Application

Community Development Department
9915 39th Avenue
Pleasant Prairie WI 53158
Phone: 262-925-6726
Email: communitydevelopment@pleasantprairiewi.gov

PROJECT DETAILS

Address	Tax Parcel Number
Development	Tenant

Sign Details

New	Modify Existing	Sign Type	No. of Signs	Sign Cost**
<input type="checkbox"/>	<input type="checkbox"/>	Primary Monument Sign		
<input type="checkbox"/>	<input type="checkbox"/>	Secondary Monument Sign		
<input type="checkbox"/>	<input type="checkbox"/>	Wall Sign/Canopy Sign		
<input type="checkbox"/>	<input type="checkbox"/>	Projecting Sign/Under Canopy Sign/Decorative Poll Sign		
<input type="checkbox"/>	<input type="checkbox"/>	On-Site Informational Sign/Drive-through Customer Informational Sign		
<input type="checkbox"/>	<input type="checkbox"/>	Residential or Non-Residential Development Identification Sign		
<input type="checkbox"/>	<input type="checkbox"/>	Window Sign (Illuminated)		
<input type="checkbox"/>	<input type="checkbox"/>	Other* (specify)		
**Cost: the total cost of the sign including but not limited to parts, materials and labor, and design, fabrication, painting, purchase, installation, construction, wiring and lighting and any related site work.			Total Costs	
*Other sign types include: Agricultural Business Identification Sign, Bulletin Board Sign, Freeway Sign, Home Occupation Sign, Model Home Sign or Public Interest Sign				

AGGREGATE PERMITTED BACKGROUND COMMERCIAL ADVERTISING SIGN AREA

The total area of commercial advertising signs includes all wall signs, window signs (illuminated) or gasoline canopy signs. The allowable amount is based on the leasable building area for the use/tenant.

Total Leasable Building Area of Tenant (sq. ft.)		
Sign Type	Existing Commercial Advertising Signs to Remain for the Tenant	Proposed Commercial Advertising Signs to be Added for the Tenant
Wall Signs	sq. ft.	sq. ft.
Window Signs (illuminated)	sq. ft.	sq. ft.
Gasoline Canopy Signs	sq. ft.	sq. ft.

Sign Area Calculations: The area of a sign is the smallest horizontally and vertically oriented rectangle that fully encloses the extreme limits of the message, writing, logo, symbol or other graphic representation on the face of a sign and any background panel, surface or color which forms the backdrop of the same.

COMMERCIAL ELECTRICAL PERMIT

Do any of the following apply:

- new branch circuit from electrical panel to the sign or
- extension/alteration of existing branch circuit or
- installing secondary wiring from sign power supply to sign letters

<input type="checkbox"/>	Yes*	<input type="checkbox"/>	No
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*If yes, a Commercial Electrical Permit is required.

MINIMUM SUBMITTALS

<input type="checkbox"/>	Sign Drawings illustrating the display, size, sign base, how attached to wall, proposed lighting including any specifications and operating limitations for any electronic changing message sign
<input type="checkbox"/>	Plat of Survey or approved Site Plan showing location of proposed free-standing signs, setbacks to property lines and a landscaping plan for all signs that require landscaping at the base of the sign
<input type="checkbox"/>	Building Elevation or photograph showing the sign location of the building
<input type="checkbox"/>	Commercial Electric Application, if applicable
<input type="checkbox"/>	Architectural Control Committee approval, if applicable

PERMIT REVIEW AND ISSUANCE OF PERMIT

- Permits may require up to 10 business days to process. If during the Village's review of the applications, information that is missing or if additional information is required the permit will be put on hold until the information is received, then the 10 day review period will start again once the additional information is received. The Applicant will be contacted when the permit is ready to be issued with total permit fees due.
- Before digging call Diggers Hotline at 1-800-982-0299 to have all underground utilities marked.

INSPECTIONS

All required inspections shall be scheduled at least 2 business days in advance by calling 262.925.6726 with the permit number.

REQUIRED SIGNATURES

I certify that all of the information and attachments submitted are true and correct to the best of my knowledge. I understand that for any work started or completed without proper permits, a triple fee will be charged. I agree that all of the work will be done in accordance with all applicable Village, County, State and Federal codes, ordinance requirements and permit conditions. I also agree to allow the inspection of the premises by the Village's Inspectors during regular business hours.

PROPERTY OWNER	CONTRACTOR	
Company Name	Company Name	
Print Contact Name	Print Contact Name	
Signature	Signature	
Mailing Address	Mailing Address	
City/State/ZIP	City/State/ZIP	
Phone	Phone	
Email	Email	
The applicant for this permit application is (select one): The applicant, either the property owner or the contractor, is responsible to obtain the permit, schedule inspections and ensure compliance with all permit conditions.	<input type="checkbox"/>	Property Owner
	<input type="checkbox"/>	Contractor