



## Temporary Sign Application

Community Development Department  
9915 39<sup>th</sup> Avenue  
Pleasant Prairie, WI 53158  
Phone: 262-925-6726  
Email: [communitydevelopment@pleasantprairiewi.gov](mailto:communitydevelopment@pleasantprairiewi.gov)

### PROJECT DETAILS

Location/Address	Tax Parcel Number
Development	Tenant
Sign Description and Purpose of Sign	

Sign Type	# of Signs
<input type="checkbox"/> Coming Soon Sign	
<input type="checkbox"/> Community Banner	
<input type="checkbox"/> Real Estate Marketing Sign	
<input type="checkbox"/> Special Event Sign	
<input type="checkbox"/> Temporary Banner	
<input type="checkbox"/> Temporary Development Sign	
# of Freestanding Signs	# of Non-Freestanding Signs
Total Sign Costs	
<b>Is the sign proposed to be illuminated?</b> <i>If yes, a Commercial Electrical Application is required.</i>	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
Date to be Installed	Date to be Removed

### MINIMUM SUBMITTALS

<input type="checkbox"/>	Sign Drawing illustrating the display, size, how the sign will be attached to the building or ground and if any lighting is proposed
<input type="checkbox"/>	Plat of Survey or approved Site Plan showing location of any proposed freestanding signs and setbacks to property lines, if applicable
<input type="checkbox"/>	Building Elevation or photograph showing the sign location of any non-freestanding signs, if applicable
<input type="checkbox"/>	Commercial Electric Application shall be submitted, if applicable

**The Village may require additional information be submitted to ensure that all Village requirements are being met. The Applicant will be contacted, if additional information is required to be submitted.**

## PERMIT REVIEW AND ISSUANCE OF PERMIT

- Permits may require up to 10 business days to process. If during the Village's review of the application, information is missing or 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 and permit conditions.
- Before digging call Diggers Hotline at 1-800-982-0299 to have all underground utilities marked.

## 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.

☐

**Property Owner**

☐

**Contractor**



## Temporary Sign Requirements

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### TEMPORARY SIGNS

A Sign Permit is required for the following Temporary Signs subject to the requirements pursuant to **Article X of the Chapter 420 of the Village Zoning Ordinance**.

**Coming Soon Signs.** A temporary plastic or fabric wall sign advertising or announcing a business or other entity that has made legally binding arrangements to locate in the building where the sign is located within the next 90 days.

- Permitted in any business, manufacturing, institutional, PR-2, PR-3 or Agricultural district.
- Maximum number: one per property (or one per store or other unit in a building).
- Maximum area: 20 square feet.
- Maximum duration: 90 days.
- Shall be securely attached to the exterior wall of the building so as to remain flush against the wall and not flap in the wind.
- Shall not be illuminated.
- Shall be located on a building wall below an elevation which is 35 feet above grade.
- Shall be removed upon occupancy unless continued as a temporary banner sign, subject to a permit and requirements of a temporary banner sign.

**Community Banner.** A temporary fabric or plastic sign displayed within a public street or highway right-of-way to advertise or announce a special event that is open to the public and of interest to a substantial portion of the community, but excluding commercial promotional events at a merchant's place of business or at a shopping center or mall.

- Permitted in any zoning district in a public street or highway right-of-way.
- Maximum area: 40 square feet.
- Maximum height: six feet.
- Number, size, location and duration of such signs are subject to approval by the Zoning Administrator, on an as-reasonably-needed basis, subject to the basic requirements that the sign is safe and advertises a special event (excluding commercial promotional events at a merchant's place of business) that is open to the public and of interest to a substantial portion of the community.
- Larger, over-the-street community banner signs are a special exception, which the Zoning Administrator must find are not a substantial distraction to motorists and are reasonably safe under the circumstances.

**Real Estate Marketing Sign.** A temporary freestanding single-faced or two-faced back-to-back or angled sign that advertises the sale or lease of all or part of the real property on which the sign is located and which is larger, includes more information, and is subject to more stringent regulations than a real estate sign.

- Permitted in any business, manufacturing, institutional, park and recreational or agricultural district. Permitted in a residential district only on a parcel of at least five acres.
- Maximum number: one sign per each street or highway frontage of the property where the sign is located.
- Maximum area: 48 square feet per face.
- Shall be located on the property to which it relates.
- Maximum height: 10 feet.
- Maximum duration: two years, and an extension may be permitted for a period not to exceed five years total; provided, however, that such sign shall be removed promptly upon the completion of the transaction.
- Minimum setback: 15 feet from any public street or highway right-of-way line.
- No changeable copy, electronic changing message sign or electronic scrolling sign is permitted.
- May be illuminated.

**Special Event Sign.** A temporary sign advertising, announcing or calling attention to a festival, auction, bazaar, school performance, fund-raising event, carnival, circus, antique show, grand opening, going out of business sale, new management or other similar special event. The Zoning Administrator has allowed now hiring temporary banner(s) subject to the same requirements except as noted below.

- Permitted in any residential, business, manufacturing, institutional, park and recreational or agricultural district.
- Minimum setback from any public street or highway right-of-way line: 15 feet.
- A now hiring temporary banner may securely attached to the exterior wall of the building so as to remain flush against the wall and not flap in the wind. The size and number of the temporary banner is subject to approval of the Zoning Administrator.
- Maximum duration: for a period not to exceed 21 days prior to the special event and shall be removed within seven days after the event. A now hiring temporary banner is allowed for 90 days.
- May be illuminated.
- Maximum number per calendar year: four, except in a PR-3 and I-1 District, where there is no limit.

**Temporary Banner Sign.** A temporary plastic or fabric wall sign used to display the name of a new occupant of a building pending installation of a permanent wall sign.

- A complete sign application for a wall sign shall have been approved and a permit issued for such a sign prior to issuance of a temporary banner sign.
- Maximum number: one per business, person or other entity located or operating on the property.
- Shall be located on a building wall below an elevation which is 35 feet above grade.
- Maximum area: 20 square feet.
- May not be illuminated.
- Maximum duration: 21 days, at which time the permanent wall sign shall be installed and the temporary banner shall be removed.

**Temporary Development Sign.** A temporary freestanding single-faced or two-faced back-to-back or angled sign based to identify, advertise and/or offer for sale or lease a development project that has received final approval from the Village and is under construction on the property where the sign is located and which optionally identifies the owner, occupant, developer, broker, architect, contractor, financial institution or other persons or entities involved in the development.

- Permitted in any residential, business, manufacturing, institutional, park and recreational or agricultural district.
- Permitted in a residential district only on a parcel of at least five acres.
- Maximum number: one sign per each street or highway frontage of the property where the sign is located.
- Maximum area: 48 square feet per face.
- Shall be located on the property to which it relates.
- Maximum height: 10 feet.
- Maximum duration: two years, and an extension may be permitted for a period not to exceed five years total; provided, however, that such sign shall be removed prior to occupancy of any principal building on the property.
- Minimum setback: 15 feet from any public street or highway right-of-way line.
- May be illuminated.