



SIGN GUIDE

CITY OF WAUPACA

Apply for the Permit

Please plan ahead when applying for your permit. We suggest that you apply for the permit a minimum of 2 weeks prior to your start date.

Make sure all of the required information is included and submit to the Department by email: jarod.rachu@waupacawi.gov

Signage fees: \$150.00 (first sign); \$25.00 (each additional sign)





**Community &
Economic Development**

Community & Economic Development
111 S. Main Street • Waupaca, WI 54981
jarod.rachu@waupacawi.gov
www.cityofwaupaca.org
715.942.9912

APPLICATION for SIGN PERMIT

Notice: Please complete the Application in full. The City of Waupaca cannot accept an incomplete Application Form or Application Packet lacking all required information.

Contact Information:

Property Owner: _____

Address: _____

Phone: _____ Email: _____

Applicant* (if different from Property Owner): _____

Address: _____

Phone: _____ Email: _____

*IF TENANT IS APPLYING FOR PERMIT, A SIGNATURE IS REQUIRED FROM PROPERTY OWNER ALLOWING PROJECT.

Sign Owner (if different from Property Owner): _____

Address: _____

Phone: _____ Email: _____

Sign Contractor / Installer: _____

Address: _____

Phone: _____ Email: _____

Electrician (if applicable): _____

Address: _____

Phone: _____ Email: _____

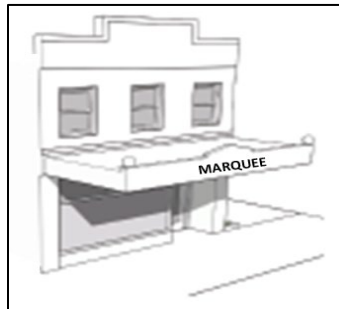
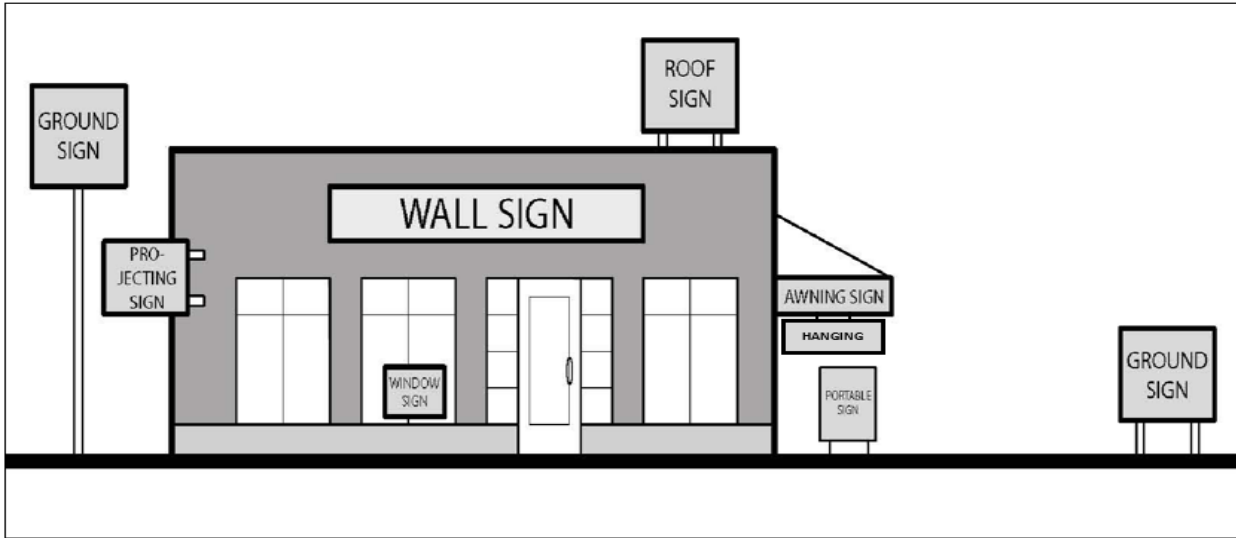
Location of Sign(s):

Address: _____

SIGN PERMIT

Description of Work: _____

Sign Type Illustration:



Sign Face:

Sign Type (Awning/Canopy/Marquee, Ground, Ingress/Egress, Wall, Projecting, Hanging)	Height	Width	Total Face Area

Sign Structure (only fill in applicable sections):

Awning / Canopy / Marquee Signs:

Clearance between lowest point of awning/canopy/marquee and finished grade: _____

Will this awning/canopy/marquee sign extend over City right-of-way? Yes ____ No ____

Ground Sign:

Is this a multi-tenant sign? Yes _____ No _____

If yes, how many tenants in total? _____

Total Height: _____ Street Yard Setback: _____ Side Yard Setback: _____

Landscaping (please describe): _____

Ingress / Egress Signs:

Total Height: _____ Distance to Street Access: _____

Wall Signs

Is this a multi-tenant sign? Yes _____ No _____

If yes, how many tenants in total? _____

Depth, measured from surface of wall to farthest protuberance of sign: _____

A drawing shall be provided showing the following: the entirety of the façade(s) to which the wall sign will be affixed; existing signage; all doors, windows, and other architectural accoutrements; external stairways; mechanical and utility infrastructure (including light fixtures); and, location of the proposed wall sign.

Projecting and Hanging Signs

Depth, measured from surface of wall to farthest protuberance of sign: _____

Clearance between lowest point of sign and finished grade: _____

Sign Features:

Illumination:

Will the sign be illuminated? Yes _____ No _____

If yes, please describe: _____

Changeable Copy:

Will the sign have changeable copy? Yes ___ No ___

If yes, please provide lighting plan.

Animated / Flashing:

Is the proposed sign animated or flashing? Yes _____ No _____

Estimated Cost:

Estimated cost of proposed sign(s), including installation: \$_____

Application Checklist:

Included ✓ Yes X No	Sign Permit Submittal Requirements
	Clear and legible color drawings with description and nominal dimensions of the proposed sign, the construction, size, dimensions and kind of materials to be used is such structure. The site plan shall show the buildings on the premises upon which the structure is to be erected and maintained together with locations, setbacks, size and types of existing signs on the premises where the proposed sign is to be located. All dimensions shall be indicated for the sign and the site plan elements.
	Calculations or evidence showing that the structure and design meets the requirements of these regulations for wind pressure load.
	Compliance with Chapter 17.509(4) of the zoning ordinance if the proposed sign(s) are to be lighted or illuminated.
	Landscape Plan, as required under Chapter 17.509(5) of the zoning ordinance for all ground signs

It is the Owner's responsibility to determine property line location and location of easements and to ensure proposed signage complies in all respects with the requirements of the zoning ordinance. Any issues that arise are the sole responsibility of the property owner.

Additional plans and data may be required by the Zoning Administrator to determine full compliance with sign requirements. Certain submission requirements may be waived when determined by the Zoning Administrator to be superfluous.

Every property owner and contractor shall maintain all required insurance against any form of liability to a minimum of \$300,000 (per occurrence and aggregate with regard to bodily injury and property damage). The City shall not be held liable if the property/sign owner does not maintain the required insurance per this section and damage is caused by elements of the property in the right-of-way.

Submittal Format:

A digital copy of the Application and associated materials shall be submitted in PDF or compatible format unless otherwise requested by the Zoning Administrator.

Commencement of Installation:

No sign shall be installed prior to the issuance of a sign permit and building permit (if required).

Other Permits:

The information, data, and plans required in this Application, and the approval, conditional approval, or denial of said Application, are specific to the Zoning Ordinance. Additional approvals may be required under Chapter 14: Building Code.

Signature and Certification:

I certify the information presented on this Application and the drawings, plans, and other materials included therein are, to the best of my knowledge, complete and in accordance with the Zoning Ordinance.

Applicant Signature: _____ Date: _____

Sign Standards:

I have read Chapter 17.509 Sign Standards of the zoning ordinance and attest that all signs described in this Application are constructed compliant with the sign standards presented therein, any applicable sections of City of Waupaca Chapter 14: Building Code, and all applicable state construction standards.

Sign Installer Signature: _____ Date: _____

Application Fee:

The Application shall not be accepted until the Application Fee has been paid.

Consultant Fees:

The City may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the review of a proposed sign permit. The submittal of this Application shall be construed as an agreement to pay for such professional review services applicable to the proposal. The City may apply the charges for these services to the petitioner. The City may delay acceptance of this Application as complete, or may delay final approval, until the petitioner pays such fees. Review fees which are applied to a petitioner, but which are not paid, may be assigned by the City as a special assessment to the subject property. The Petitioner shall be required to provide the City with an executed copy of a professional services reimbursement form as a prerequisite to the processing of the development application.

OFFICE USE ONLY

Tax Key No.: _____ Zoning District: _____ Street Frontage: _____

Fee: _____ Receipt Number: _____ Date Paid: ____ / ____ / ____

Ruling: Approved: _____ Denied: _____