

**CITY OF WHITEWATER**

312 W Whitewater Street  
P.O. Box 178  
Whitewater WI 53190  
(262) 473-0540  
www.whitewater-wi.gov

**NEIGHBORHOOD SERVICES**

**Application for Sign Permit**

**APPLICANT AND SUBJECT PROPERTY INFORMATION**

This packet includes the application for sign permit and checklist. Please complete all items. Put N/A if not applicable. Attach additional pages if necessary. For electric signs please fill out and attach Electrical Permit Application Form. Only one base fee will apply for multiple permits.

**NOTICE:** Sign must follow Chapter 19.54 Signage Regulations. If the sign requires a Conditional Use Permit (CUP) the Plan Commission meetings are scheduled at 6:30 on the 2nd Monday of each month. All complete application materials must be submitted to the Neighborhood Services Department by 4:00 p.m. four weeks prior to the meeting.

Address of Installation: \_\_\_\_\_

Sign Contractor: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Owner: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Documentation of approval by Current Land Owner (attach): \_\_\_\_\_

Land Owners Name and Contact Information: \_\_\_\_\_

\_\_\_\_\_

*The City of Whitewater Zoning Ordinance authorizes the Plan Commission to place conditions on approved conditional uses. "Conditions" such as landscaping, architectural design, type of construction, construction commencement and completion dates, sureties, lighting, fencing, plantation, deed restrictions, highway access restrictions, increased yards or parking requirements may be affected. "Conditional Uses" may be subject to time limits or requirements for periodic review by staff.*

*The City of Whitewater Zoning Ordinance authorizes the Plan Commission to hold a public hearing and make recommendation to the City Council for the proposed changes (Section 19.69).*

**Which of the following best describes the proposed work?**

- New sign
- Alteration to existing sign
- Addition to an existing sign, size increased by \_\_\_\_\_%
- New awning
- Addition to existing awning
- Addition of a sign to existing awning

**Type of sign, check all that apply**

- Freestanding
- Monument
- Projecting
- Awning / Canopy
- Electronic Message
- Pylon
- Arm / Post(s)
- Window
- Mobile / Portable or Banner
- Other \_\_\_\_\_

**Proposed sign dimensions**

width of sign face	height of sign face	overall sign height	depth of fascia sign	total area of sign
ft.	ft.	ft.	in.	sq. ft.

[Y] [N] **Changing image features?** If yes, area of change \_\_\_\_\_sq.ft.

[Y] [N] **Illuminated?**

[Y] [N] **Complete listing of existing signs attached.** Required, a complete listing including type and size area.

[Y] [N] **Site plan attached.** If a site plan is required it must show size and location of existing signs.

PERMIT FEE:  
If work is started before permit is issued fees are doubled.

Total Project Cost : \_\_\_\_\_  
(\$5.00 for every 1,000.00 + base fee)

FEE PER SCHEDULE: \_\_\_\_\_

BASE FEE:       + \$30.00      

GRAND TOTAL: \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Approval:** \_\_\_\_\_ **Conditions:** \_\_\_\_\_

**Neighborhood Services Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CHECKLIST  
FOR COMPLETION BY APPLICANTS  
AND REVIEW BY THE NEIGHBORHOOD SERVICES DEPARTMENT**

Please complete checklist and submit to the Neighborhood Services Department along with application materials. If you have questions or need assistance, contact the Neighborhood Services Department.

**Plans to accompany application:**

A plot/site plan and sign details must be submitted by the applicant as part of the required application materials. The requirements for each are as follows:

**Sign Details**

- \_\_\_\_\_ All details and dimensions of the sign.
- \_\_\_\_\_ Type of material and all dimensions of supports and footings
- \_\_\_\_\_ Clearance above ground
- \_\_\_\_\_ Distance of any projection over the right of way
- \_\_\_\_\_ If the sign will be attached to a building, show the building roof line for the wall on which the sign will be mounted
- \_\_\_\_\_ Type of lighting

**Plot/Site Plans Checklist**

- \_\_\_\_\_ Provide north arrow on site plan
- \_\_\_\_\_ Show location of property (label all abutting streets)
- \_\_\_\_\_ Show linear (bar) scale on site plan
- \_\_\_\_\_ Draw plan to-scale at 1"= 10' or 1" = 20" to fit on one 8.5 x 11 sheet of **graph paper**
- \_\_\_\_\_ Provide an "Existing Plot Plan" showing all existing items (see below) in solid lines or symbols
  - \_\_\_\_\_ Show all lot dimensions
  - \_\_\_\_\_ Show outline and dimensions of all buildings, structures and decks
  - \_\_\_\_\_ Show outline and dimensions of all paved areas including parking areas, driveways, curb cuts, sidewalks, walkways, patios and other concrete, blacktop or graveled areas)
  - \_\_\_\_\_ Indicate any known easements (i.e. utility or other)
- \_\_\_\_\_ Indicate "Proposed location of Sign(s)"
- \_\_\_\_\_ Indicate the distance between proposed Sign(s), structures and paved areas on the subject property and buildings or structures on adjoining properties that are within 15 feet of the adjoining property line.
- \_\_\_\_\_ Indicate all points of ingress and egress (i.e. driveways) to the property and.
- \_\_\_\_\_ Indicate location of landscaping, trees and fencing
- \_\_\_\_\_ Indicate proposed lighting location and illumination level