



SIGN PERMIT APPLICATION

Date Submitted:

Ledgeview Zoning & Planning Commission

This application form may also be completed online at www.ledgeviewwisconsin.com/permits

Completed application must be submitted to the Town Clerk no less than fourteen (14) days prior to the first Monday of the month before 12:00pm (noon) to be included on that month's ZPC agenda

Zoning and Planning Commission meets the second Wednesday after the first Monday of the month at 6:00 p.m. at the Ledgeview Municipal Building

A sign review application fee of **\$35.00** must be submitted with materials.

1) Applicant Information

Name:

Business Name:

Street Address:

City/State:

Zip:

Telephone:

Fax:

Email:

2) Property Owner Information *This section can be left blank if the same as above.*

Name:

Business Name:

Street Address:

City/State:

Zip:

Telephone:

Fax:

Email:

3) Sign Contractor Information

Name:

Business Name:

Street Address:

City/State:

Zip:

Telephone:

Fax:

Email:

4) Signage Details

Type of Sign:

Ground

Wall

Window

Other:

Address/Location:

Zoning District:

Sign Face Height:

Sign Face Width:

Total Display Area (Sq. Ft.):

Distance from grade to peak of sign:

Total Base Area

Square Feet (For Ground Signs Only)

Setback from Right-of-Way:

(For Ground Signs Only)

Building Height:

(For Ground Signs Only)

Building Width:

(For Ground Signs Only)

Notes

- Attendance by the applicant is strongly encouraged at both Zoning and Planning Commission and Town Board meetings where action/approval is to take place. It is the policy of the Zoning and Planning Commission to give applicants the opportunity to speak at such meetings. Contact the Town Clerk for the meeting schedule.
- The applicant/owner of the above parcel(s) hereby gives permission to the Town of Ledgeview, its staff/employees, agents and/or appointees to enter the property for the purpose of executing their duties associated with this request and following proper notification to applicant/owner.
- The signer attests that the application has been completed accurately and all required materials have been submitted.

4) Applicant Declarations

I HEREBY CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THE SIGN PERMIT REQUEST PROCEDURE AND FAILURE TO COMPLY WITH TOWN REQUIREMENTS WILL RESULT IN THIS APPLICATION BEING WITHHELD FROM CONSIDERATION.

Signature of the Property/Building Owner (required):

Signature of the Applicant/Agent:

Print Name:

Print Name:

Date:

Date:

****Please see Sec 135 - 79 for additional information on Sign Permits****

5) Submittal Requirements

Each submittal shall consist of the following materials. Please note that ALL digital files MUST be in PDF format with a minimum 300dpi resolution.

- Completed Sign Permit Application (**Hard copy or digital**)
- One detailed color drawing (with dimensions) of proposed sign(s) (**Digital only**)
- One site plan or building elevation showing the proposed location of the sign(s) (**Digital only**)
- Landscape plan (**Digital only**) **only for ground type signs**

Submit all documents to:

**Town of Ledgeview Municipal Building
3700 Dickinson Road
De Pere, WI 54115**

E: rpeters@ledgeviewwisconsin.com

P: (920) 336 – 3360

F: (920) 336 – 8517

For Office Use Only

Submittal Date: / /

Staff Signature: _____

Fees Paid: Y / N