



SIGN PERMIT APPLICATION PROCEDURES AND FEES

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

Ledgeview Zoning & Planning Commission

All sign permits issued within the Town of Ledgeview need approvals from the Town Board. The following information will guide you through the procedures that are necessary for the approval of a sign permit to occur.

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

Basic Steps in the Review Process for a Sign Permit Application Review



Step 1: Submit all necessary materials and fees to the Town Clerk no less than fourteen (14) days prior to the first Monday of the month before 12:00pm (noon)

The Petitioner will submit all required materials to the Town Clerk before the required due date in order to be considered for approval. Please see the Sign Permit Application for a list of required materials.



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

Planning and Zoning Contacts:

<p>Sarah Burdette Clerk/Administrator (920) 336-3360, Ext. 108 sburdette@ledgeviewwisconsin.com</p>	<p>Dustin Wolff, AICP Senior Planner, Mead & Hunt, Inc. (414) 935-4240 dustin.wolff@meadhunt.com</p>
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Step 2: Scheduling of a Zoning and Planning Commission (ZPC) meeting

After all necessary materials and fees have been submitted, the Town Clerk will place the item for action on the next ZPC meeting agenda.

Step 3: ZPC Action

The ZPC will review the petition and make a recommendation to the Town Board

Step 4: Town Board action

A decision will be made by the Town Board based on comments from Town staff and the ZPC to determine if the sign permit should be issued.