



SIGN APPROVAL APPLICATION

Date Submitted:

Ledgeview Zoning & Planning Commission

This application form must be submitted online at <https://townofledgeview.zoninghub.com/>
Hard copy applications will not be accepted.

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.
[Click here for the ZPC meeting calendar.](#)

A sign review application fee of \$75.00 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 _____ Setback from Right-of-Way: _____
Square Feet (For Ground Signs Only) *(For Ground Signs Only)*
Building Height: _____ Building Width: _____
(For Ground Signs Only) *(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 APPROVAL 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 Approvals****

5) Submittal Requirements

Each submittal shall consist of the following materials. Please note that ALL files MUST be submitted to <https://townofledgeview.zoninghub.com/> in PDF format with a minimum 300dpi resolution. Submittal will not be considered complete until the necessary fee is paid.

- Completed Sign Approval Application
- One detailed color drawing (with dimensions) of proposed sign(s)
- One site plan or building elevation showing the proposed location of the sign(s)
- Landscape plan **only for ground type signs**
- Approval by ZPC and Town Board does not constitute a building permit for construction.

Submit all documents to:
<https://townofledgeview.zoninghub.com/>

Questions:
E: CNagel@ledgeviewwisconsin.com
P: (920) 336 – 3360 Ext. 104
F: (920) 336 – 8517

For Office Use Only

Last Updated June 2019

Submittal Date: ____ / ____ / ____

Staff Signature: _____

Fees Paid: Y / N