

**Ledgeview Zoning & Planning Commission**

All sign approvals 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 review 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. [Click here for the ZPC meeting calendar.](#)

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



**Step 1: Submit all required materials to <https://townofledgeview.zoninghub.com/> no later than 12:00pm (noon) on the fourteenth (14<sup>th</sup>) day prior to the first Monday of the month. See ZPC/ZBA Calendar for exact date.**

All fees must be paid to the Town Clerk prior to the deadline for a submittal to be considered complete. Please see the Sign Approval Application for a list of required materials. Approval by ZPC and Town Board does not constitute a building permit for construction.



A sign review application fee of **\$75.00** must be submitted with materials.

**Planning and Zoning Contacts:**

<p>Sarah Burdette Administrator (920) 336-3360, Ext. 108 <a href="mailto:sburdette@ledgeviewwisconsin.com">sburdette@ledgeviewwisconsin.com</a></p>	<p>Dustin Wolff, AICP Senior Planner, Mead &amp; Hunt, Inc. (414) 935-4270 <a href="mailto:Municipal.Planning@meadhunt.com">Municipal.Planning@meadhunt.com</a></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 approval should be issued.

**Step 5: Building Permit Application**

All signs require approval from the Town Board and the ZPC prior to applying to the building inspector for a building permit.