

Sign Permit Application
CITY OF KEWAUNEE
401 Fifth Street
Kewaunee, WI 54216
Building Inspector (920) 388-5005

PERMIT NO. _____

DATE: _____

Applicant: _____

Name of Business: _____

Address of Business: _____

Address of Building, structure or lot where the sign is to be attached or erected:
_____ Zoning Classification: _____

Tax Parcel ID # of sign location _____

Applicant's Mailing Address _____

Telephone _____ Do You Own this building? Yes _____ No _____

(If you do not own the property where you are placing or erecting the sign, please submit a letter of authorization from the property owner)

Property Owner (s) _____
(Please list a contact name for the company that owns the building)

Mailing Address _____ Telephone _____

Name of person, firm, corporation, or association erecting the sign _____

Address _____ Phone _____

Type of Sign _____ Type of Materials _____

Length of Sign _____ Height of Sign _____ One or Two-sided sign _____

List and describe all other signs located on the lot:

Type of Sign

Size of Sign

Placement of Sign

If sign is an off-premise sign visible from a state or federal highway, a Wisconsin Department of Transportation permit may be required. Contact Richard Happel, WisDOT District 3 Sign and Permit Coordinator at (920)492-5689 for further information.

Please submit with your application:

- One set of accurately scaled drawings of the plans, contents, specifications, and method of construction and attachment to the building or the ground for the sign must be submitted.
- A scaled drawing of the site showing drives, structures, setbacks from utility lines, property lines and street right of way and other site features must be submitted if you are requesting a pole or ground sign.
- A true colored picture or drawing of the proposed signage.
- Each application for a sign permit must be accompanied by paying a nonrefundable application fee of **\$35.00**.
- After the permit is approved the sign permit fee is **\$60.00 + \$1.00 /per SQ. FT./per side**.

I hereby make application for a Sign Permit to the City of Kewaunee, Wisconsin. I do hereby swear or affirm that the information provided here and above is true, complete and accurate, and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application. I understand that the City of Kewaunee, Wisconsin, reserves the right to enforce any and all ordinances regardless of any action or approval on this application. I further understand that it is my/our responsibility to conform with all City of Kewaunee Ordinances in full. I hereby acknowledge that all requirements of the City of Kewaunee shall be adhered to. I can read and write the English language and/or this document has been read and explained to me and I have fully and voluntarily completed this application.

Applicant signature

Date: _____

The issuance of a Sign Permit in no way allows the applicant to violate any regulation or ordinance of the City of Kewaunee. Nor will the issuance of a sign permit be interpreted to allow for any violation of any ordinance or regulation of the City of Kewaunee, Wisconsin.

FOR OFFICIAL USE ONLY

CONSTRUCTION OF SIGN AUTHORIZED:

Assigned Permit Number: _____

Square Footage Authorized: _____ Height _____

Setbacks Authorized: _____ Front Yd. _____ Side Yd. _____ Rear Yd.

Conditions: _____

CONSTRUCTION OF SIGN NOT AUTHORIZED:

Reasons: _____

DATE _____ Building Inspector: _____ Cert. No. _____