



TOWN OF GRAFTON – SIGN PERMIT APPLICATION



- ☐ PERMANENT SIGN PERMIT APPLICATION
☐ TEMPORARY SIGN PERMIT APPLICATION
☐ PERMANENT SIGN PERMIT RENEWAL APPLICATION

Application Date: _____ Sign Location Street Address: _____

Tax Key Number: _____ Zoning District: _____

Landowner of Record: Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Applicant: Name: _____

(if different than owner) Address: _____

Phone Number: _____ Email Address: _____

Contractor Information: Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Proposed Sign Information (CHECK ALL SIGN TYPES THAT APPLY and Provide Additional Info as Listed):

- ☐ **Wall Sign:** Distance from Wall's Surface to Face _____ Height _____ Allowed Square Footage _____
- ☐ **Projecting Sign:** Total Square Footage (All Sides) _____ Thickness _____ Ext. Distance _____ Height _____
- ☐ **Pole Sign:** Height _____ Total Square Footage (All Sides) _____ Distance from Lot Line _____
- ☐ **Roof Sign:** Height (Cannot Extend Above Roof Line) _____ Total Square Footage (All Sides) _____
- ☐ **Window Sign:** Inside or Outside _____ Percentage of Pane Where Sign is Displayed _____
- ☐ **Monument Sign:** Height _____ Total Square Footage (All Sides) _____ Materials Consistency _____
- ☐ **Business Directional Sign:** Total Display Area _____ Total Number of Sites in Town of Grafton _____
- ☐ **Subdivision Sign:** Total Display Area _____
- ☐ **Message Center:** (Circle One) Fixed Message Electronic Sign or Computer Controlled Variable Message Sign
- ☐ **Temporary Sign / Banner:** Allowed on a property for a maximum of 120 days from issuance of permit

Design Details:

- ☐ **Overall Sign Dimensions:** _____ x _____
- ☐ **Setback from Property Line:** _____
- ☐ **Materials Used:** _____
- ☐ **Type of Supports:** _____
- ☐ **Illumination:** Internal or External _____ Footcandles at a Distance of 10" from Sign Face _____

Limitations:

- ☐ Please note 7.6.4.06 for all signs that face I-43
- ☐ No sign except those listed in 7.6.4.01 shall face a residential district within 100' unless approved by Plan Commission
- ☐ Signs shall not resemble or imitate other traffic signs and shall not obstruct or interfere with them or traffic visibility
- ☐ All lighting shall be directed away from adjacent districts and shall be shielded
- ☐ Construction shall meet all Building Code and other applicable requirements
- ☐ All signs must remain in good condition and maintenance must be performed to keep sign in its original condition

Application Fees:

INITIAL APPLICATION

- ☐ Temporary Sign Permit \$25
- ☐ Permanent Sign Permit \$100

RENEWAL APPLICATION

- ☐ Temporary Sign Permit N/A – Requires New Temporary Permit
- ☐ Permanent Sign Permit \$25

Application Requirements:

All Temporary Sign Permit Applications require a completed application form, a dimensioned, colored image of the sign, and a site plan showing approximate location.

All Permanent Sign Permit Applications (Initial and Renewal) require the following:

- ☐ Plan Commission Approval for Initial Applications and Building Inspector Approval for Renewals
- ☐ 15-Day Submittal Deadline
- ☐ Initial Application (11) Copies, Renewal Application (11) Copies of:
 - Application Form
 - Dimensions, Colored Images of Sign
 - Site Plan Showing Location of Sign on Property
 - Any Other Applicable Materials

By signing below, I represent and warrant that I am an authorized agent of the Applicant. I further warrant that I understand and agree to pay both the Town of Grafton's and the Town of Grafton Professional Staff's fees associated with this Application as well as any other subsequent submittal applications. I INDIVIDUALLY AND PERSONALLY GUARANTEE to the Town of Grafton payment for all costs owed by the Applicant under this Application or any other subsequent submittal applications, including, but not limited to, the attorney's fees and costs of collection incurred by the Town of Grafton in enforcing this contractual obligation.

Signature of Applicant: _____

Date: _____

Contact Information:

Please direct all questions and correspondence to:

Clerk: Sara Jacoby
sjacoby@townofgriftonwi.gov

Town of Grafton
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262.377.8500

www.townofgriftonwi.gov