



**Office of the Zoning Administrator**

118 E. Main St.

Denmark, WI 54208

Ph. 920-309-0721

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**APPLICATION for sign PERMIT**  
(for fences, walls, hedges, and berms)

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*This application and its application fee is required to determine compliance with the **Zoning Ordinance**. Once approved, a separate application and application fee may be required to determine compliance with the **Building Code**.*

*This Application **must be completed in full**. The Village of Denmark **cannot accept** an incomplete Application Form or an Application Packet lacking all required information.*

**Contact Information:**

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant / Agent (if different from Property Owner): \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Developer / Contractor (as applicable): \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Description:**

Address: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Lot Width: \_\_\_\_\_

(If additional parcels, please attach as separate sheet)

**Description of Proposed Sign:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Proposed Sign:**

Please complete the table below. Each sign shall be listed separately. Signs currently located on the parcel(s) shall be listed first, and identified as an Existing Sign(s). New Signs (including any changes to an existing which requires a Sign Permit) shall be listed next. The codes listed below ('E' and 'N') shall be entered into the first column of the table.

**E** – Existing Sign      **N** – New Sign

<b>Code</b>	<b>Identify Sign Type</b> (Awning, Canopy/Marquee, Ground, Hanging, Ingress/Egress, Pole, Projecting, or Wall)	<b>Face Height &amp; Width</b>	<b>Total Face Area</b> (square feet)

**Sign Structure** (new signs and changes to existing signs):

Awning, Canopy/Marquee, Hanging, and Projecting Signs:

Clearance between lowest point of sign and finished grade: \_\_\_\_\_ ft. \_\_\_\_\_ in.

Ground Sign:

Is this a multi-tenant sign?      Yes \_\_\_\_\_      No \_\_\_\_\_

If yes, how many tenants in total?      \_\_\_\_\_

Total Height: \_\_\_\_\_      Street Yard Setback: \_\_\_\_\_      Side Yard Setback: \_\_\_\_\_

Landscaping (include landscaping plan/drawing)

Ingress / Egress Signs:

Total Height: \_\_\_\_\_      Distance to Street Access: \_\_\_\_\_

Pole Signs

Is this a multi-tenant sign?      Yes \_\_\_\_\_      No \_\_\_\_\_

If yes, how many tenants in total?      \_\_\_\_\_

Total Height: \_\_\_\_\_      Street Yard Setback: \_\_\_\_\_      Side Yard Setback: \_\_\_\_\_

Landscaping (include landscaping plan/drawing)

Wall Signs

Is this a multi-tenant structure?      Yes \_\_\_\_\_      No \_\_\_\_\_

If yes, how many tenant units in total?      \_\_\_\_\_

Proposed location:      Primary Façade: \_\_\_\_\_      Other Façade: \_\_\_\_\_

Depth, measured from surface of wall to farthest protuberance of sign: \_\_\_\_\_ in.

Height, measured from ground to highest point of sign: \_\_\_\_\_ ft. \_\_\_\_\_ in.

Location on Wall. Provide a drawing showing all of the following (please confirm by checking the applicable boxes in the first column of the table below):

Check	Façade Element
	Entirety of the wall(s) to which the wall sign will be affixed.
	All doors, windows, external stairways, mechanical/utility infrastructure, and other architectural accoutrements.
	All light fixtures.
	Location of existing signs attached to wall.
	Location of proposed wall sign(s).

**Sign Features:**

Illumination:

Will the sign be illuminated:    Yes \_\_\_\_\_    No \_\_\_\_\_

If yes, please describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Changeable Copy:

Will the sign have changeable copy:    Yes \_\_\_\_\_    No \_\_\_\_\_

If yes, please describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Application Checklist:**

The purpose of the Application Checklist is to ensure a complete submittal has been prepared and to expedite the review process. The checklist is not necessarily inclusive of all requirements needed to obtain Site Plan approval and does not absolve the Applicant from compliance with other applicable sections of the Zoning Ordinance.

NOTE: One paper copy and one digital copy (PDF or similar format) of the application packet is required

A site plan drawing, showing the information listed in the table below, is required.

Please complete the checklists for Zoning Change in full by entering a [✓], [○], [-], or [?] as applicable, into each box in the Code column in the table below.

- ✓ Shown on Site Plan
- Included with Application Packet
- Appears Inapplicable
- ? Cannot Determine if Required

Code	Sign Permit Submittal Requirements
	Clear and legible color drawings with description and dimensions of the proposed sign, the construction, size, dimensions and kind of materials to be used in such structure. The site plan shall show the buildings on the premises upon which the structure is to be erected and maintained together with locations, setbacks, size and types of existing signs on the premises where the proposed sign is to be located. All dimensions shall be indicated for the sign and the site plan elements.
	Construction Standards. All applicable information as required under Section 315-199.B of the zoning ordinance.
	Illumination Standards. All applicable information as required under Section 315-199.E of the zoning ordinance.
	Landscape Plan, as required for all ground and pole signs
	Proof of insurance, as required under Section 315-201 of the zoning ordinance.

Additional plans and data may be required when determined by the Zoning Administrator to be necessary in order to complete a thorough and efficient review. Certain submission requirements may be waived when determined by the Zoning Administrator to be superfluous.

**Signature and Certification:**

*I certify the information presented on this Application and the drawings, plans, and other materials included therein are, to the best of my knowledge, complete and in accordance with the Zoning Ordinance.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application Fee:**

The Application Fee for a Sign Permit is \$50.00. The Application shall not be accepted until the Application Fee has been paid.