



Office of the Zoning Administrator

100 N. Wall St.

Denmark, WI 54208

Ph. 920-309-0721

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APPLICATION for SIGN PERMIT

*This application and its application fee are required in order to determine compliance with the Zoning Ordinance. The Application **must be completed in full**. The Village of Denmark **cannot accept** an incomplete Application Form or an Application Packet lacking all required information.*

*The Applicant shall submit **one paper copy and one digital copy** (PDF or similar format) of the application packet.*

Contact Information:

Property Owner: _____

Address: _____

Phone: _____ Email: _____

Name of Applicant (if different from Property Owner): _____

Address: _____

Phone: _____ Email: _____

Name of Sign Contractor Firm: _____

Name of Primary Contact Person: _____

Address: _____

Phone: _____ Email: _____

Property Description:

Address: _____ Parcel ID: _____

(If additional parcels, please attach as separate sheet)

Current Use of Property: _____

Proposed Sign(s):

The table below **shall be completed in full**. Each sign shall be listed separately, with existing signs that are to remain unchanged listed first, followed by existing signs to be modified, then new signs. The codes listed below ('E', 'M', and 'N') shall be entered into the first column of the table.

E	Existing Sign	M	Modification to Existing Sign	N	New Sign
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Code	Identify Sign Type (Awning, Canopy/Marquee, Ground/ Monument, Hanging, Ingress/Egress, Pole/Pylon, Projecting, Wall, or Other)	Face Height & Width	Total Face Area (square feet)	Sign Height (from ground to highest point)

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, Monument-Low Sign, Monument-High Sign, Pole/Pylon:

Total Height: _____ Street Yard Setback: _____ Side Yard Setback: _____

Is this a multi-tenant sign? Yes _____ No _____

If yes, how many tenants in total? _____

(Landscape Plan required for all ground, monument, and pole/pylon signs)

Ingress / Egress Signs:

Distance to Street Access: _____ ft.

Wall Signs

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.

Is this a multi-tenant structure? Yes _____ No _____

If yes, how many tenant units in total? _____

Location on Wall. Provide a drawing showing all of the following. The table below **shall be completed in full** by placing a check in each box under the 'Check' column heading.

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 and provide lighting details: _____

Changeable Copy:

Will the sign have changeable copy: Yes _____ No _____

If yes, manual change or electronic sign: Manual _____ Electronic _____

If Electronic, please describe transition time and means by which brightness will be automatically adjusted:

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.

The Application Checklist **shall be completed in full** by entering one of the following into each box in the Code column in the table below:

✓	Shown on Site Plan Drawing	#	Included with Application
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Code	Sign Permit Submittal Requirements
	Clear and legible color drawings with description and dimensions of the proposed sign, its construction, size, dimensions, and kind of materials to be used is such structure.
	The site plan shall show the buildings on the premises upon which the sign 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.

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.

Consultant Fees:

The Village may retain the services of professional consultants to assist in the review of a proposal coming before the Plan Commission and/or Village Board. The submittal of an application under the zoning ordinance shall be construed as an agreement to pay for such professional review services.

Signature:

Applicant Signature: _____ Date: _____