



SIGN APPROVAL APPLICATION

Date Submitted:

Ledgeview Zoning & Planning Commission

This application form can be submitted online at <https://townofledgeview.zoninghub.com/> or a hard copy application can be dropped off with payment at the Community Center.

Temporary Commercial Sign - \$35.00 (not to exceed 30 consecutive days from issuance)

Permanent Sign - \$75.00 + .500 per square ft. per sign face

A sign review application and the appropriate fee must be submitted with materials.

1) Applicant Information

Name: _____

Business Name: _____

Street Address: _____ City/State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

2) Property Owner Information *This section can be left blank if the same as above.*

Name: _____

Business Name: _____

Street Address: _____ City/State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

3) Sign Contractor Information

Name: _____

Business Name: _____

Street Address: _____ City/State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

4) Signage Details

Type of Sign: Ground Wall Window Other:

Address/Location: _____ Zoning District: _____

Sign Face Height: _____ Sign Face Width: _____

Total Display Area (Sq. Ft.): _____ Distance from grade to peak of sign: _____

Total Base Area _____ Setback from Right-of-Way: _____
Square Feet (For Ground Signs Only) *(For Ground Signs Only)*

Building Height: _____ Building Width: _____
(For Ground Signs Only) *(For Ground Signs Only)*

Notes

- The applicant/owner of the above parcel(s) hereby gives permission to the Town of Ledgeview, its staff/employees, agents and/or appointees to enter the property for the purpose of executing their duties associated with this request and following proper notification to applicant/owner.
- The signer attests that the application has been completed accurately and all required materials have been submitted.

4) Applicant Declarations

I HEREBY CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THE SIGN APPROVAL REQUEST PROCEDURE AND FAILURE TO COMPLY WITH TOWN REQUIREMENTS WILL RESULT IN THIS APPLICATION BEING WITHHELD FROM CONSIDERATION.

Signature of the Property/Building Owner (required):

Signature of the Applicant/Agent:

Print Name:

Print Name:

Date:

Date:

****Please see Chapter 79 for information on Sign Approvals****

5) Submittal Requirements

Each submittal shall consist of the following materials. Please note that ALL files MUST be submitted to <https://townofledgeview.zoninghub.com/> in PDF format with a minimum 300dpi resolution. Submittal will not be considered complete until the necessary fee is paid.

- Completed Sign Approval Application
- One detailed color drawing (with dimensions) of proposed sign(s)
- One site plan or building elevation showing the proposed location of the sign(s)
- Landscape plan **only for ground type signs**

Submit all documents to:
<https://townofledgeview.zoninghub.com/>

Questions:
E: zoning@ledgeview.wi.gov
P: (920) 336-3360 ext. 112

For Office Use Only

Submittal Date: ____ / ____ / ____

Staff Signature: _____

Fees Paid: Y / N