

**Town of West Bend - Washington County, Wisconsin  
APPLICATION for SIGN PERMIT**

**Name of Property Owner:** \_\_\_\_\_

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

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

**Name of Applicant** (if different from Property Owner): \_\_\_\_\_

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

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

**Property Description:**

Tax Key #(s) \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Property is currently used for the following purposes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Description of existing signs (complete for all signs currently located on property):

<u>Sign Type</u> (Wall, Projecting, Ground, Pole, Ingress/Egress, Marquee/Awning/Canopy)	<u>Height</u>	<u>Width</u>	<u>Total Face Area</u>
_____	_____ ft. _____ in.	_____ ft. _____ in.	_____ sq. ft.
_____	_____ ft. _____ in.	_____ ft. _____ in.	_____ sq. ft.
_____	_____ ft. _____ in.	_____ ft. _____ in.	_____ sq. ft.
_____	_____ ft. _____ in.	_____ ft. _____ in.	_____ sq. ft.
_____	_____ ft. _____ in.	_____ ft. _____ in.	_____ sq. ft.

Will the sign(s) be lighted?      Yes \_\_\_\_\_      No \_\_\_\_\_

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

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Description of proposed signs (complete for all proposed signs requiring a sign permit):

<u>Sign Type</u> (Wall, Projecting, Ground, Pole, Ingress/Egress, Marquee/Awning/Canopy)	<u>Height</u>	<u>Width</u>	<u>Total Face Area</u>
_____	_____ ft. _____ in.	_____ ft. _____ in.	_____ sq. ft.
_____	_____ ft. _____ in.	_____ ft. _____ in.	_____ sq. ft.
_____	_____ ft. _____ in.	_____ ft. _____ in.	_____ sq. ft.
_____	_____ ft. _____ in.	_____ ft. _____ in.	_____ sq. ft.
_____	_____ ft. _____ in.	_____ ft. _____ in.	_____ sq. ft.

Will the sign(s) be lighted?                      Yes \_\_\_\_\_                      No \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Application Checklist:**

*(This Application shall be completed in full. The Town of West Bend shall not accept any Application for Sign Permit until all of the information below, as required under Chapter 17.8.12 of the Zoning Ordinance, is submitted as attachment to this Application. Please confirm inclusion of the required information by checking each item below).*

- \_\_\_ Names and addresses of the applicant, owner of the site, architect, professional engineer, contractor, and all opposite and abutting property owners of record.
- \_\_\_ Location of building, structure, or lot to which or upon which the sign is to be attached or erected.
- \_\_\_ Written Consent of the owner or lessee of the building, structure, or land to which or upon which the sign is to be affixed.
- \_\_\_ A Scale Drawing of such sign indicating the dimensions, the materials to be used, the type of illumination, if any, and the method of construction and attachment.
- \_\_\_ A Scale Drawing indicating the location and position of such sign in relation to nearby buildings or structures.
- \_\_\_ Copies of any other permit required and issued for said sign, including the written approval by the Electrical Inspector; in the case of illuminated signs, who shall examine the plans and specifications, re-inspecting all wiring and connections to determine if the same complies with the Town Electrical Code.

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\_\_\_ Additional Information as may be required by the Town Board, Zoning Administrator, Building Inspector, or Plan Commission.

**Application Fee:**

(\$100.00)

Check Number: \_\_\_\_\_

Amount: \_\_\_\_\_

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

Town Clerk Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Professional Services Fee:**

The Town of West Bend has determined that whenever the services of the Zoning Administrator, Building Inspector, Town Engineer, Town Attorney, or any other Town staff, as well as outside legal, planning, engineering, and other professional and technical advice results in a charge to the Town for professional time and services, the Town Clerk shall charge such services fees incurred by the Town to the property owner even if the request is not approved.

I have been advised that if the Zoning Administrator, Building Inspector, Town Engineer, Town Attorney, or any other Town staff provides services to the town because of my activities, or outside legal, planning, engineering, and other professional and technical advice is required, whether at my request or the request of the Town, I shall be responsible for the fees incurred by the Town, even if my request is not approved.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_