

## VILLAGE OF CLEVELAND, WISCONSIN SIGN PERMIT APPLICATION

The following is required as part of the Sign Permit Application:

- (1) The name, address, phone number, and email address of the applicant.
- (2) The name of the business or land use the proposed sign will serve.
- (3) The name, address, phone number, email address, and signature of the property owner.
- (4) The name, address, phone number, and email address of the sign contractor.
- (5) The property's zoning designation.
- (6) The property's current land use or uses for entire subject property, including all indoor and outdoor areas.
- (7) A Signage Plan, drawn to a recognizable scale, shall be submitted showing the following:
  - a. Location, type, height, width, and area of the proposed sign.
  - b. Location, type, height, width, and area of all existing signs on the property and indication of whether existing sign(s) will remain or be removed/replaced.
  - c. All property lines and buildings on the property.
  - d. All parking areas, driveways, and public roads.
  - e. Method of attachment, structural support, method of illumination, and sign materials.
  - f. Approximate value of the sign to be installed, including cost of installation.
  - g. Signage plans shall be approved and stamped by a professional engineer registered in the State of Wisconsin and accompanied by a statement of compliance with state laws.
- (8) If the sign contractor is not UL listed (Underwriter Laboratories), the applicant shall have a licensed electrical subcontractor to supervise the work and obtain an electrical permit.
- (9) Payment of the sign permit fee, as established from time to time by the Village Board. You will be provided the fee amount after the application has been reviewed by the building inspectors.
- (10) A written statement that all temporary signs will be removed in compliance with Village ordinance.
- (11) A written statement signed by the property owner granting authorization for the village, its agents and contractors, to have access and to come upon the property on which the sign is located and to remove the sign from the property under Section 10-1-97(e) through (g) and Section 10-1-98(a), Code of Ordinances, if the sign is in violation of the sign ordinance. The Consent and Authorization shall be binding on the property owner and all successors in interest. The removal of the sign shall be at the expense of the property owner.
- (12) Any other information that may reasonably be requested by the Zoning Administrator for the purpose of application evaluation. You will be contacted for that information after review of the submitted materials.
- (13) Any existing or proposed sign on property abutting a State Highway, United States Highway, or Interstate Highway shall also require approval from the Wisconsin Department of Transportation or the Federal Highway Administration and any other jurisdictions.

Submit all materials, other than Items 9 and 11, to the attention of the Director of Village Services for processing.