

SIGN PERMIT APPLICATION FORM

For all sign standards and requirements, see Monona Municipal Code Ch. 13, Article L at www.mymonona.com.

APPLICANT

Name _____
Company _____
Mailing Address _____
Telephone _____
Email _____
Sign Contractor _____



PROPERTY INFORMATION

Property Address _____
Owner Name _____
Owner Signature _____

A sign permit application may be granted to any tenant or lessee acting as agent of the owner with written consent of the owner of the building, structure, and land on which the sign is to be erected. However, such applicant shall be held responsible and liable to prove his/her right for such a permit if contested by any aggrieved party.

SIGN PERMIT APPLICATION PROCEDURES

Applications must include:

- Completed sign permit application form
- A scale drawing of the proposed sign showing the message to be displayed, sign area, height, material composition, colors, typestyle and size, all graphic elements to be used, and landscaping coordinated with site landscaping for landscape ground signs
- A photograph showing the location of the proposed sign and its relationship to the building or surrounding area
- A dimensioned plot plan drawn to scale (1" = 20') showing the location of the lot, building or structure on which the proposed sign is to be attached or erected
- A description of all electrical equipment and attachments if the sign is to be lighted or illuminated (illuminated signs require an electrical permit from the building inspector)

Other requirements:

- Applicants requiring Plan Commission review shall submit 10 hard copy sets of the complete application.
- Submit electronic (PDF) files of all applications to the City Planner at reichertz@ci.monona.wi.us.
- All freestanding signs 20 feet tall or greater shall submit construction plans stamped by a certified engineer to the City Building Inspector for approval.
- Shopping centers / multi-tenant buildings with leased space shall develop a comprehensive signage plan.
- Temporary sign applications shall include a written statement of the dates on which the sign is to be displayed.
- The fee shall be one dollar (\$1.00) per square foot with a minimum of twenty-five dollars (\$25.00) for all signs and is due before issuance of any sign permit by the Zoning Administrator.

Type of Sign _____
Sign Material _____
Height of Freestanding Signs _____
Signature of Applicant _____

Message Area Dimensions _____
Total Square Feet _____
Type of Lighting _____
Date _____

Below Space for Office Use:

Date Approved _____
Approved by _____
Permit Number _____

Permit Fee _____
Paid _____
Conditions of Approval (see attached)