



CITY OF MONONA

SIGN PERMIT APPLICATION FORM

For all sign standards and requirements see Monona Municipal Code Chapter 480, Article XII and Attachment 5 – Sign Groups. Contact the City Planner with any questions at (608)222-2525 or dpLOWman@ci.monona.wi.us

APPLICANT INFORMATION:	
*Applicant Name:	Company:
Email:	Phone:
Mailing Address:	
Sign Contractor:	
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.

Type of Sign:					
<input type="checkbox"/> Landscape Ground	<input type="checkbox"/> Pylon	<input type="checkbox"/> Wall	<input type="checkbox"/> Off Premises	<input type="checkbox"/> Directional	<input type="checkbox"/> Reader Board
<input type="checkbox"/> Other _____					
Sign Material:					
<input type="checkbox"/> Wood	<input type="checkbox"/> Acrylic	<input type="checkbox"/> Aluminum	<input type="checkbox"/> Masonry	<input type="checkbox"/> Plastic	<input type="checkbox"/> Vinyl
<input type="checkbox"/> Other _____					
Type of Lighting:					
<input type="checkbox"/> Externally Illuminated	<input type="checkbox"/> Internally Illuminated	<input type="checkbox"/> Non-Illuminated			
Sign Dimensions:					
Height of Freestanding Sign (From Grade to Top):			_____		
Total Square Feet (One Side Face):			_____		
Applicant Signature: _____				Date: _____	

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.
- The applicant or sign contractor shall be present at the Plan Commission meeting or the sign application may not be considered.
- Submit electronic (PDF) files of all applications via email to the City Planner.
- 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 for all signs with a minimum fee of \$50.00 and is due before issuance of any sign permit by the Zoning Administrator.

Below Space for Office Use		
Date Approved:	Permit Number:	
Approved By:	Fee:	Paid:
Attach conditions for approved permits.		