



City of Menasha
Department of Community Development
 140 Main Street
 Menasha WI 54952
 (920) 967-3650 (920).967-5272 fax

**APPLICATION FOR
SIGN PERMIT**

Date:	
Site Address:	
Zoning:	Parcel #:
Name of Business:	
Property Owner:	Phone:
Address:	Fax:
	Email:
Applicant:	Phone:
Contact:	Fax:
Address:	Email:
<p><i>The undersigned hereby agrees to install all signs in accordance with applicable ordinances and holds the City of Menasha harmless from any and all damages, claims or causes of action whatsoever of any nature by reason of installation, use, continuances, or maintenance of said sign(s).</i></p>	
_____ <i>Property Owner Signature</i>	_____ <i>Date</i>

<p>Required Submissions <i>(staff use only)</i></p> <p> <input type="checkbox"/> Site Plan <input type="checkbox"/> Building Elevations <input type="checkbox"/> Sign Illustration & Description <input type="checkbox"/> Permit Fee(s) Total: \$ _____ Receipt: # _____ </p> <p>Review & Approval <i>(staff use only)</i></p> <p> <input type="checkbox"/> Zoning <input type="checkbox"/> C-2 Central Business District Design Standards <input type="checkbox"/> Landmarks Commission – Historic District <input type="checkbox"/> Common Council - Special Use Permit <input type="checkbox"/> Public Works - Vision Control Area/ROW </p> <p> <input type="checkbox"/> Final Approval Conditions: _____ _____ _____ _____ </p> <p style="text-align: right;"> _____ <i>Zoning Administrator</i> _____ <i>Date Issued</i> </p>

Sign Permit Application Instructions

1. It is recommended that applicants consult with the Zoning Administrator during the initial planning stages to avoid delays and ensure that all proposed signage complies with City of Menasha ordinance requirements.
2. Before construction or installation of any sign(s) requiring a permit, applicants shall submit a sign permit application package that includes:
 - A completed permit application form with the signature of the property owner.
 - Required permit fees for each sign.
 - An accurate plot plan drawn to scale of the entire lot on which the sign(s) will be located showing the location of buildings, parking lots, driveways, and landscaped areas on the lot.
 - An accurate indication on the plot plan of the location and orientation of all existing signs, each sign for which a permit is requested, and the anticipated location of future signs requiring a permit.
 - A description and illustration of each proposed sign including the following:
 - Colors and materials to be used in sign construction (e.g., limestone base with bronze letters, etc);
 - Style of lettering for all signs;
 - Appearance/location of logos or icons;
 - Location of each sign on the building(s), with building elevations if necessary (e.g., over doors, over windows, awnings, etc);
 - All sign proportions; and,
 - Types of illumination (e.g. external illumination with description of type of outdoor light fixture).
 - In addition, optional submittals may be required by the Zoning Administrator if deemed necessary due to the character of the proposed signs and/or site.

Over – Please complete both sides of the application form

Please provide the following information for all proposed new signs along with any existing signs to remain on the property and attach the required site plan and sign illustration(s):

Property Information (required)

Linear Dimensions of Building Exposures:	North: _____ ft	South: _____ ft	East: _____ ft	West: _____ ft
Corner Lot:	Yes: _____	No: _____		
Multiple Tenants:	Yes: _____	No: _____		
Existing Signs:	Yes: _____	No: _____		

Business Center Signs (\$150/sign + Special Use Permit)

Approval

Existing:	Area: _____ sq ft	Base Height: _____ ft	Total Height: _____ ft	Setback: _____ ft	_____
Proposed 1:	Area: _____ sq ft	Base Height: _____ ft	Total Height: _____ ft	Setback: _____ ft	_____
Proposed 2:	Area: _____ sq ft	Base Height: _____ ft	Total Height: _____ ft	Setback: _____ ft	_____
Illumination:	None: _____	Internal: _____	External: _____	Backlit/Halo: _____	
Description:	_____				

Monument Signs (\$150/sign)

Approval

Existing:	Area: _____ sq ft	Base Height: _____ ft	Total Height: _____ ft	Setback: _____ ft	_____
Proposed 1:	Area: _____ sq ft	Base Height: _____ ft	Total Height: _____ ft	Setback: _____ ft	_____
Proposed 2:	Area: _____ sq ft	Base Height: _____ ft	Total Height: _____ ft	Setback: _____ ft	_____
Illumination:	None: _____	Internal: _____	External: _____	Backlit/Halo: _____	
Description:	_____				

Monument Signs with Electronic Message Centers (\$250/sign + annual inspection fee)

Approval

Existing:	Area: _____ sq ft	Base Height: _____ ft	Total Height: _____ ft	Setback: _____ ft	_____
Proposed 1:	Area: _____ sq ft	Base Height: _____ ft	Total Height: _____ ft	Setback: _____ ft	_____
EMC 1:	Message Area: _____ sq ft	Static Area: _____ sq ft	Total EMC Area: _____ sq ft		_____
Proposed 2:	Area: _____ sq ft	Base Height: _____ ft	Total Height: _____ ft	Setback: _____ ft	_____
EMC 2:	Message Area: _____ sq ft	Static Area: _____ sq ft	Total EMC Area: _____ sq ft		_____
Illumination:	None: _____	Internal: _____	External: _____	Backlit/Halo: _____	
Description:	_____				

Pole Signs (STH 441 Only) (\$150/sign)

Approval

Existing:	Area: _____ sq ft	Total Height: _____ ft	Setback: _____ ft	_____
Proposed:	Area: _____ sq ft	Total Height: _____ ft	Setback: _____ ft	_____
Illumination:	None: _____	Internal: _____	External: _____	Backlit/Halo: _____
Description:	_____			

Projecting Signs (\$75/sign)

Approval

North Elevation:	Existing: _____ sq ft	Proposed 1: _____ sq ft	Clearance Height: _____ ft	_____
South Elevation:	Existing: _____ sq ft	Proposed 2: _____ sq ft	Clearance Height: _____ ft	_____
East Elevation:	Existing: _____ sq ft	Proposed 3: _____ sq ft	Clearance Height: _____ ft	_____
West Elevation:	Existing: _____ sq ft	Proposed 4: _____ sq ft	Clearance Height: _____ ft	_____
Illumination:	None: _____	Internal: _____	External: _____	Backlit/Halo: _____
Description:	_____			

Sidewalk Signs (\$50/sign)

Approval

Proposed:	Area: _____ sq ft	Height: _____ ft	Location: _____	_____
Description:	_____			

Wall, Awning, Canopy, or Marquee Signs (\$75/sign)

Approval

North Elevation:	Existing: _____ sq ft	Proposed 1: _____ sq ft	Type: _____	_____
South Elevation:	Existing: _____ sq ft	Proposed 2: _____ sq ft	Type: _____	_____
East Elevation:	Existing: _____ sq ft	Proposed 3: _____ sq ft	Type: _____	_____
West Elevation:	Existing: _____ sq ft	Proposed 4: _____ sq ft	Type: _____	_____
Illumination:	None: _____	Internal: _____	External: _____	Backlit/Halo: _____
Description:	_____			