

Town of Hortonia - Outagamie County, Wisconsin
APPLICATION for
SIGN or BILLBOARD PERMIT

NOTE: A separate permit application is required for each proposed sign or billboard.

Date of Application: _____

Name of Applicant: _____

Company: _____

Address of Applicant: _____

Phone: _____ Email: _____

Applicant is (check one): Property owner ___ Sign contractor ___

Has the Applicant executed a cash bond or other appropriate surety in a sum fixed by the Plan Commission, but not to exceed \$25,000, as required under Section 1.06(12)(m) of the Town of Hortonia Zoning Ordinance? Yes ___ No ___

Proof of Insurance Attached: Yes ___ No ___

Address of Property on which Sign is to be Located: _____

Location of Property: _____ ¼ _____ ¼, Section _____, Tax Parcel # _____

Acreage: _____ Current Zoning: _____

Sign Type (check one):

- | | |
|---|---|
| <input type="checkbox"/> Canopy | <input type="checkbox"/> Projecting signs & collapsible awnings |
| <input type="checkbox"/> Changeable copy | <input type="checkbox"/> Off-premise billboard |
| <input type="checkbox"/> Ground: monument | <input type="checkbox"/> Wall-mounted |
| <input type="checkbox"/> Ground: pole | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Marquee | |
| <input type="checkbox"/> Portable | |

Dimensions and Other Information:

Width of Sign: _____ Height of Sign: _____

Height Above Normal Grade: _____ Under clearance: _____

Distance from Right-of-Way: _____ Distance from Side Lot Line: _____

Setback from Driveway: _____ Material: _____

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Sign Contractor: _____ Estimated Cost: _____

Electrical Information of Sign:

Illumination (check one): Internal ___ External ___ None ___

Illumination Type (check one): Fluorescent ___ Incandescent ___ Neon ___ Electronic ___

UL Design No: _____ Electrical Contractor: _____

If ground sign, will landscaping be incorporated around the pole/monument? Yes ___ No ___

If yes, please describe: _____

Additional comments that Applicant would like considered during review of Application: _____

Application Checklist

The Applicant shall submit fifteen (15) copies of the application packet. The Town of Taycheedah shall not accept any application for a conditional use permit until the application packet is submitted in its entirety and the application fee is paid in full.

The application packet shall include all of the following (*please check*):

- One copy of the deed _____
- Name, address, and telephone number of the applicant _____
- Location of building, structure, or lot to which or upon which the sign is to be attached or erected _____
- Name of person, firm, corporation, or association erecting the sign _____
- 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 electrical permit _____

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- Additional information as may be required by the Plan Commission _____

Sign permit applications shall be filed with the Plan Commission, who shall review the application for its completeness and accuracy and approve or deny, in writing, the application within 30 days of receipt from the applicant unless the time is extended by written agreement with the applicant. A sign permit shall become null and void, if work authorized under the permit has not been completed within 6 months of the date of issuance.

Application Fee:
(\$300.00)

Check Number: _____

Total Amount: _____

Professional Services:

All costs of professional services such as legal, engineering, and planning review; and research related to any action initiated by a responsible party, other than the Town, to be reviewed or acted upon by the Plan Commission, Board of Appeals, or Town Board shall pass to the responsible party.

Dated this ____ day of _____, 20____.

Building Inspector

Date

Property Owner

Date

Contractor

Date

Electrical Contractor

Date