

**CITY OF WATERTOWN
BUILDING INSPECTION DEPARTMENT**

106 Jones Street, Watertown WI 53094

920-262-4060 – Fax 920-262-4058

SIGN APPLICATION

Date: _____

Fee: \$25.00

Please submit the following information to our office for review of sign application.

****NOTE: Any owner or person who's application has been denied or revoked** by the City staff and/or Historic Preservation Commission may appeal to the City of Watertown Plan Commission per the requirements of the conditional use permit. The fee for this process is \$500.00 and shall be returned to the applicant if said appeal is successful. The information must be submitted, **one (1) week prior** to any committee meeting for staff review and agenda placement. The **City Plan Commission** meets on the **fourth Monday of each month** in the Council Chambers of the Municipal Building, 106 Jones Street, Watertown, WI 53094. Comments and questions can be addressed by calling staff at (920) 262-4060.

Applicant's Name: _____

Address: _____

Telephone Number: _____

Project Address: _____

Sign Material: _____

Sign Size and Height _____ **Estimated Cost of Sign(s)** _____

SIGN PLACEMENT LOCATION ON PLOT PLAN (8 ½ x 11 PAPER).

PROVIDE SCALE DRAWING AND CONTENT MESSAGE ON SEPARATE 82x11 PAPER.

Sign Type:	Temporary Free-Standing Monument sign	Pylon Sign On premise directional sign Auxiliary Sign	Wall-Mounted Externally Illuminated	Internally Illuminated Awning
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Front Footage of Building	_____ x 1 = _____	Side Footage of Building	_____ x 1 = _____
Front Existing Signage	_____ (Sq. Ft.)	Side Existing Signage	_____ (Sq. Ft.)
Front Proposed Signage	_____ (Sq. Ft.)	Side Proposed Signage	_____ (Sq. Ft.)
Height Above Sidewalk	_____	Sign/Awning Projection	_____

PLEASE READ:

I hereby certify that all of the above information and attachments submitted hereto are true and correct to the best of my knowledge, and that all **fees and liability insurance requirements have been submitted.** ****In addition to signs prohibited by Section 13.53, the following more common signs are prohibited as well; All signs projecting more than 12", all mobile signs, and all off premise signs.****

Signature of Property Owner

Signature of Applicant

The Building Inspector hereby authorizes the installation of an approved **sign awning temporary sign** with approved lettering and design per submitted drawings, and review and approval by the appropriate City Commission. Installation shall meet the minimum requirements of City of Watertown Building Code Section 13.50 - 13.63.

City Engineer

Date

Assistant Building Inspector

Date