



**BUILDING INSPECTION DEPARTMENT**  
106 Jones Street, Watertown WI 53094  
920-262-4060

**SIGN PERMIT**  
**\$25.00 Fee**

**OFFICE USE ONLY**  
Permit #: \_\_\_\_\_  
Date: \_\_\_\_\_  
Issued by: \_\_\_\_\_  
Fee Paid: Cash/Check  
Check #: \_\_\_\_\_  
Receipt #: \_\_\_\_\_  
Parcel #: \_\_\_\_\_  
Zoning District: \_\_\_\_\_

Date Application Submitted: \_\_\_\_\_

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 1/2 x 11 PAPER).**

**PROVIDE SCALE DRAWING AND CONTENT MESSAGE ON SEPARATE 8 1/2 x11 PAPER.**

- Sign Type:**     Pylon Sign                       Wall-Mounted                       Internally Illuminated  
 Free-Standing                       Awning                               Monument sign  
 Auxiliary Sign                       Externally Illuminated     On premise directional sign

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 City of Watertown Zoning Code Chapter 550-132, 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 City of Watertown Building, Safety & Zoning Department hereby authorizes the installation of an approved  **sign**  **awning** with approved lettering and design per submitted drawings, and review and approval by the appropriate City Commission.

\_\_\_\_\_  
City Official

\_\_\_\_\_  
Date