



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