



# SIGN PERMIT APPLICATION

## Applicant Information

Business Name: \_\_\_\_\_ Site Address: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_  
 Applicant E-mail: \_\_\_\_\_ Property Owner Name: \_\_\_\_\_

Is the property in the downtown historic district? Yes \_\_\_ No \_\_\_ (If yes a Certificate of Appropriateness application shall accompany this application, see page 2 for more information regarding district boundaries)

## Contractor Information

Contractor Name \_\_\_\_\_ Address: \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Applicant Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ License Number: \_\_\_\_\_

Is Electrical Work needed for Sign Installation? Yes \_\_\_ No \_\_\_ (Please note a building Permit is needed for any Electrical work)

## Permanent Sign Information

Sign Type	Number of Signs	Sign Dimensions	Total Sign Area (SF)	Sign Height (Ft)	Illumination Type	Project Cost
Total Sign Area (SF)						

## Temporary Sign Information

Address or Location of Sign \_\_\_\_\_ Size (SF) \_\_\_\_\_  
 Length of Display \_\_\_\_\_ To \_\_\_\_\_

Has the applicant provided the required submittals (see page 2 for more information)? Yes \_\_\_ No \_\_\_

Any information that the applicant has set forth in this application that is false or misleading may result in the rejection of this application or the revocation of the sign permit. The applicant hereby declares and affirms that all matters and facts set forth in this sign permit application are true and correct to the best of my knowledge, information and belief.

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name



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## Sign Permit Guidelines

### Application Fee

The application fee for a sign permit is \$42.35 and the fee must be submitted prior to approval.

### Required Submittals

Per 114-138 (1)(C) the following items are required with a sign permit.

1. The approved site plan for the subject property showing the location and dimensions of all buildings, structures, and signs on the subject property; such subject property boundaries; and the location of the proposed sign;
2. The configuration of the proposed sign listing the height, width, total square footage, setback distance from properties and back of curb, proposed copy, method of attachment, method of illumination, sign materials and colors
3. The subject properties zoning designation
4. If located in the historic downtown sign overlay district the sign permit application must be accompanied by a "Certificate of Appropriateness" from the Historic Landmark Preservation Commission.
5. The total area and number of all signs by type on the subject property both before and after the installation of the proposed sign.
6. A copy of the common sign plan if such a plan is required under subsection 114-136(1)a.(6).

### Sign Type

*Awning Sign.* Signage on a temporary or permanent hood or cover that projects from the wall of the building that can be retracted, folded, or collapsed against the face of a supporting structure.

*Ground sign or pole sign.* Any sign that is supported by structures or supports in or upon the ground and independent of support from any building (also referred to as "freestanding sign").

*Marquee sign.* Any sign attached to and made part of a marquee. A marquee is defined as a permanent roof-like structure projecting beyond a building wall at an entrance to a building or extending along and projecting beyond the building's wall and generally designed and constructed to provide protection against weather.

*Projecting sign.* Any sign extending more than 18 inches, but less than five feet, from the face of a wall or building.

*Wall sign.* Any sign attached to, erected on, or painted on the wall of a building or structure and projecting not more than 18 inches from such wall.

*Window sign.* Any sign located completely within an enclosed building and visible from a public way.

### Sign Code

City of Columbus Sign Code information may be requested at city hall or maybe found at:

[https://library.municode.com/wi/columbus/codes/code\\_of\\_ordinances?nodeId=MUCO\\_CH114ZO\\_ARTVSUUUSSTRE\\_DIV6SI](https://library.municode.com/wi/columbus/codes/code_of_ordinances?nodeId=MUCO_CH114ZO_ARTVSUUUSSTRE_DIV6SI)

### Historic District

A map of the Downtown Historic district can be found at:

<https://www.cityofcolumbuswi.com/DocumentCenter/View/2586/Columbus-Downtown-Historic-District-Map?bidId=>