



SIGN PERMIT APPLICATION

File #: _____

Office Use Only
Revised 2/2021

APPLICANT INFORMATION

Property Owner: _____ Sign Owner (if different): _____

Mailing Address: _____ Mailing Address: _____

Daytime Phone: (____) _____ Daytime Phone: (____) _____

Cell: (____) _____ Cell: (____) _____

E-mail: _____ E-mail: _____

SITE INFORMATION

Site Address: _____

Property Location: _____ 1/4, _____ 1/4, Sec. _____, T. _____ N., R. _____ W., Town of _____

Parcel #: _____ - _____ - _____ - _____ Alt. Parcel #: _____ . _____ . _____ . _____

FEES

Sign Application Fee: \$ _____ Please reference **current** fee schedule

SIGN INFORMATION

Please provide the following information: (Note: If requesting more than one sign as part of this application, please submit the following information for EACH PROPOSED SIGN on an attached sheet).

Request (mark one): ☐ New sign ☐ Modification to existing sign - if yes, Permit # of existing sign: _____

Sign Type (mark one): ☐ On-premise, permanent ☐ Off-premise, permanent ☐ Temporary sign – time extension

Sign Structure (mark one): ☐ Single face ☐ Back to back ☐ End to end ☐ V-shape ☐ Building/Wall ☐ Other

Sign Panels (mark one): ☐ Multi-tenant ☐ Multi-directional ☐ Single

Sign Use (mark one): ☐ Area/Neighborhood ☐ Directional ☐ Institutional ☐ Governmental ☐ Commercial

☐ Industrial ☐ Agricultural ☐ Home Occupation ☐ Other: _____

Advertiser Name: _____

Sign Illumination (Mark one): ☐ None ☐ External ☐ Internal ☐ LED ☐ Other: _____

Sign Electrical Components (Mark one): ☐ None ☐ Message Board ☐ Other: _____

Sign Height (feet): _____ Sign Width (feet): _____ Sign Area (square feet): _____

Total Structure Height (feet): _____ Distance to Road Centerline (feet): _____ Distance to ROW (feet): _____

Zoning District (mark one): ☐ Ag ☐ Ag II ☐ Ag Res ☐ Residence ☐ Commercial ☐ Industrial ☐ Conservancy

Overlay District (mark all that apply): ☐ Shoreland ☐ Riverway ☐ Floodplain ☐ Adult Entertainment

GENERAL APPLICATION REQUIREMENTS

APPLICATION:

Applications will not be accepted until the applicant has:

- met with the Zoning Administrator to review the application;
- **1 - Copy** minimum of completed application submitted to the Zoning Administrator;
- resolved any land use violations and paid any outstanding fees owed to the Community Development Department;
- signed the application form (*the signatures of the property owners and agents acting on their behalf are required*); and
- submitted the appropriate application fee (*nonrefundable*) payable to: **St. Croix County**.

REVIEW:

The Zoning Administrator will review the application for completeness and assign a file number to the application. The Zoning Administrator may require additional information and will notify the applicant of this within a reasonable timeframe. Upon receiving a complete application and supporting documents, the Zoning Administrator will:

- send copies of the applications to the appropriate reviewing agencies for comment. **Applicants are encouraged to contact their town to discuss their application and inquire about necessary building permits and approvals at the town level;**
- schedule a site visit to the applicant's property, at which time the applicant shall flag all applicable property/project corners and label the flags accordingly; and
- review the file and prepare findings for approval or denial of the permit within 30 days. Upon reaching a decision, the County will prepare a written decision with 10 days of the decision.

If approved, the land use permit will be valid for one year from the date of the permit issuance. The applicant may also be required to apply through the Town for a local building permit. All site plans, pictures, and other materials submitted with the application become the property of the Community Development Department and will remain in the file.

CHECKLIST FOR COMPLETE APPLICATION

- ☐ Completed and signed application form with fee payable to: **St. Croix County**.
- ☐ Recorded Warranty Deed (*may be obtained at the Register of Deed's office*).
- ☐ A general written statement that specifically explains the request and provides information on lighting and electrical components, method of attachment to a building or the ground, contact information for whomever will be erecting the sign, calculations for compliance with the Uniform Sign Code, and all related permits and applications (*which must be attached*).
- ☐ Detailed conceptual drawing of the sign with dimensions (*scale should not be greater than 1 inch to 200 feet*).
- ☐ A complete site plan showing:
 - project location in the town;
 - lot/parcel dimensions with total lot area, property lines, and all applicable setbacks;
 - location of existing and proposed signs and other structures with their square footage and distance from setbacks;
 - location of all existing access roads, driveways, parking areas, right-of-way, road setbacks, and recorded easements;
 - location of all blufflines and slope preservation zones and setbacks from blufflines (*Riverway*);
 - location of the OHWM of any wetlands and abutting navigable waterways and setbacks from the OHWM (*Shoreland*);
 - location of floodplain and floodway limits on the property (*Floodplain*); and
 - any other unique limiting conditions of the property or information deemed necessary by the Zoning Administrator.

NOTE: All maps, plans, and engineering data shall be no larger than 11x17. No covers, binders, or envelopes. Please paperclip your application in the upper left-hand corner.

SIGNATURE

I attest that the information contained in this application is true and correct to the best of my knowledge.

Property Owner Signature: _____ Date _____

Contractor/Agent Signature: _____ Date _____

OFFICE USE ONLY

Complete Application Accepted: ____/____/____ By: _____
Fee Received: ____/____/____ \$ _____ Receipt #: _____