

# SIGN PERMIT APPLICATION

File #: \_\_\_\_\_  
Office Use Only  
Revised May 2016

## 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 \_\_\_\_\_

Computer #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Parcel #: \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_

## FEES (Please refer to the current fee schedule on our website).

Sign Application Fee: \$ \_\_\_\_\_

## 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  Rural 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;
- ***original plus 2 copies*** 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 staple or 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 #: \_\_\_\_\_