

SIGN PERMIT APPLICATION

EXISTING SIGNS

Describe any existing signs that will remain on site after the new sign is installed and indicate the total number of signs for this business location once all proposed signs are installed.

Are any existing signs at this location to remain? Yes No

If yes, describe:

Total number of signs at this business location: _____

A Sub-tenant is a business contained within a larger business without its own exterior entry or fully defined space (e.g., a branch bank inside a supermarket). Where permitted, sub-tenant signs are subject to Planning Commission requirements.

Is this business a sub-tenant inside a larger business? Yes No

If yes, the name of the larger business is: _____

STRUCTURE

- _____ Wood
- _____ Steel
- _____ Aluminum
- _____ Pipe
- _____ Masonry

DISPLAY AREA

- _____ Metal
- _____ Enameled
- _____ Illuminated
- _____ Wood
- _____ Aluminum
- _____ Plastic
- _____ Other

DIMENSIONS

- _____ Ft. Overall Height
- _____ Ft. Bottom Clearance
- _____ Ft. Above Roof Height
- _____ Street Frontage of Lot
- _____ Lineal Face of Building
- _____ Sq. Ft. Usable Floor Area
- _____ Sq. Ft. Existing Signs
- _____ Sq. Ft. Proposed Signs
- _____ Sq. Ft. Total Signs

SETBACKS

- _____ Front
- _____ Right
- _____ Left
- _____ Rear
- _____ To Curb

Enter the maximum sign width and sign height that contains all sign elements, including illuminated back-ground panels. Sign area will be calculated as the area of a single rectangle containing all sign elements.

WALL SIGNS

Business facade: Width: _____ feet Height: _____ feet

Total business facade area: _____ square feet

Building elevation: North South East West

APPLICANT SIGNATURE

I believe that all of the information on this application and on drawing(s) submitted in support of this application is accurate. I understand that any sign which is installed that is inconsistent or in conflict with this application, the supporting drawings, or the sign regulations contained in the Town of Amherst Covenants is a violation of the Municipal Code. I further understand that the inadvertent approval of a sign application by the Town of Amherst that is not in compliance with the sign regulations does not create any legal nonconforming status nor does it remove any obligation to bring the sign into compliance. I understand that no sign shall be installed until a sign permit has been approved by the Town of Amherst and the associated sign fee has been paid. Once a sign permit has been approved, all sign installation work must be completed in six months or the permit will expire.

I, _____ agree on behalf of himself/herself (themselves), their administrators and assigns) that during the occupancy of the said premises he/she (or they) will save harmless and indemnify the Town of Amherst from and against all losses, damages, costs, charges and expenses which may be claimed or recovered against the Town by any person or persons arising out of placing and maintaining of such sign so placed in any matter relating thereto.

The Business facade is the vertical wall surface (including canopies, mansard roofs, and parapet walls) that is directly adjacent to the space occupied by the business or organization that is the subject of the sign. The Business facade area can include the area of vertical projections or multiple building planes that face in the same direction.

TOWN OF AMHERST, PORTAGE CO., WISCONSIN

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SIGN PERMIT APPLICATION

This Application Must Include:

- A detailed drawing showing the layout, dimensions, colors and materials of the proposed sign. (All signs)
- A building elevation showing the location of the sign and the dimensions of the business facade/wall on which the sign is located. (Wall signs only)
- A plot plan of the site showing the location of the sign relative to the property lines. (Free-standing signs only)

NOTE: INCOMPLETE APPLICATIONS OR APPLICATIONS WITHOUT ADEQUATE DRAWINGS WILL CAUSE A DELAY IN THE PROCESSING OF YOUR APPLICATION.

ADDRESS OF SIGN LOCATION

Sign Location is the street address where the sign will be located, or a description of the location if there is no street address.

Company:

Address:

Suite:

City:

State:

Zip:

Phone:

Fax:

Email:

BUSINESS/ORGANIZATION

Contact Name:

Company:

Address:

Suite:

City:

State:

Zip:

Phone:

Fax:

Email:

SIGN TYPE

- Wall (or canopy)
- Neon (in window)
- Development ID Sign
- Temporary Construction Site
- Monument
- Parking Lot Directional
- Off-Site Promotional or Billboard
- Other

SIGN MESSAGE

Enter the text of the Sign Message. If the message is lengthy, enter the primary message and show the full content of the sign on the drawings that are submitted with this application.

Indicate type of illumination to be used. Note that internal light sources must be hidden by translucent or opaque sign faces, and external light sources must be screened from the view of any passerby.

Illumination:

- None
- Internal
- External

If illuminated, please describe:

Note: Electrical work may require additional permits