



Department of City Planning
174 E. Wisconsin Avenue Oconomowoc, WI
www.oconomowoc-wi.gov | 262.569.2166

Administrative Sign Review

The following information is required to be included and explained in your submittal. The submittal shall be no larger than 11"x17" and collated:

- Application for sign review
- Color renderings of proposed signs and signage on building
- A letter/email of approval signed by the property owner
- Sign landscaping plan (2 copies)
- Sign site plan showing setbacks from property line
- To scale, drawing of sign(s) with area calculations and dimensions
- [Free-standing signs only] Sign plan showing height above grade
- [For building signs only] Rendition of building showing sign placement on the building

Name of Applicant requesting the sign: _____
 Applicant's Address (include city, state and zip code): _____
 Applicant's primary contact: _____
 Applicant's telephone number: _____
 Applicant's email address: _____

Name of Establishment requesting the sign: _____
 Address of Establishment (include city, state and zip code): _____
 Name of Establishment's primary contact: _____
 Primary contact's telephone number: _____
 Primary contact's email address: _____

Property Owner of establishment requesting the sign: _____
 Property Owner's Address (include city, state and zip code): _____
 Property Owner's telephone number: _____
 Property Owner's email address: _____

Zoning of Property: _____ In the **Downtown District?** (yes/no) _____ **-OR-** on the **Isthmus?** (yes/no) _____
 Are you creating / amending a **Master Sign Plan?** (yes/no) _____

Administrative filing fees are due at the time an application is filed with the City Clerk's Office and are not refundable. In addition to the Administrative fees, City Planning Staff time will be charged back to the applicant. The Applicant will receive monthly invoices of payments due.

As Applicant/Agent/Property Owner, I agree to pay all chargebacks and to conform to the approval given by the City Planning Department / Architectural Commission.

As Applicant/Agent/Property Owner, I agree to conform to the approval given by the City Planner/Architectural Commission.

Signature _____

Date _____