



Administrative Sign Approval

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

The following information is required to be included and explained in your submittal. The submittal shall be no larger than 11"x17" and collated – (1) digital copy OR (2) hard copies of the following:

- 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
- 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: _____

Describe the sign:

- Type of sign (canopy, ground, wall, projecting, temporary, face replacement etc): _____
- Sign Dimensions: _____
- Total Square Footage: _____
- Sign Color(s): _____
- Sign Material(s): _____
- Sign Base Material(s): _____

Is the sign placement within the Downtown (yes/no)? _____

Property Zoning District: _____

Provide sign setbacks from property line (if applicable): _____

Explain how the proposed sign conforms to an existing sign master plan for the site: _____

Provide sign illumination, including method (exterior, interior etc): _____

List hours of sign illumination (signs to be turned off by 10pm or establishment hours if later): _____

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

Signature _____

July 2020

Date _____