



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

Sign Application

The following information is required to be included and explained in your submittal. The submittal shall be 12 copies (no larger than 11"x17") and collated:

- This Application and \$75 Application Fee
- Color renderings of proposed signs and signage on building
- A letter/email of approval signed by the property owner
- Sign landscaping plan and plant list
- 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
- Signs not conforming to the Sign Ordinance requirements such as size, number, location or other regulations listed in Subchapter 17-6, may apply for a special exception per § 17.602(5). Applicant shall provide written justification for why a special exception is needed.
- [Email] All of the above in .pdf format (under 5MB) to Planning Staff
 - o Jason Gallo, City Planner: JGallo@oconomowoc-wi.gov | phone: 262-569-2166
 - o Kristi Weber, Planner: KWeber@oconomowoc-wi.gov | phone: 262-569-2173

Name of Applicant requesting the sign: _____
 Applicant's Address (include city, state and zip code): _____
 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.

Signature Date