

TOWN OF SUN PRAIRIE APPLICATION FOR DESIGN APPROVAL CERTIFICATE

COMPLETE THIS FORM BEFORE CONSTRUCTING OR INSTALLING A SIGN

Many signs require prior approval of their structure and design. BEFORE construction or installing any sign, please complete this form and obtain Town approval.

SIGNS WHICH DO NOT REQUIRE A DESIGN APPROVAL CERTIFICATE

Addresses and House Numbers; Campaign; Construction; Directional; Farm Crop; Government; Home Business; Notification; Open/Closed; Political; Portable; Rummage; Sidewalk; Temporary; and Wayfinding signs, if they comply with the sign regulations. Please consult the website to assure your sign is exempt.

Applicant/Agent/Contractor: _____ Email: _____

Address: _____ City/State/Zip: _____ Phone: _____

Sign Owner: _____ Email: _____

Address: _____ City/State/Zip: _____ Phone: _____

Location of Sign, if different: _____

Parcel ID Number(s): _____

Activity on the property for which a sign is sought: _____

Is the sign to be located on a County, State or Federal Highway? If so, you must obtain a permit from the authority which owns the highway. Attach a copy of the permit to this Application.

YOU MUST ATTACH: (1) A SCALE DRAWING SHOWING THE SIGN AND ITS CONTENT AND DESIGN FEATURES, (2) A SITE PLAN TO SCALE SHOWING THE LOCATION OF THE SIGN RELATIVE TO STRUCTURES, ROADS, SETBACKS, TRAFFIC AND OTHER SIGNS, VISION CLEARANCE AREAS WITHIN 500 FEET, AND A MAP SHOWING ANY OTHER DOMINANT LAND FEATURES LOCATED WITH 5,280 FEET OF THE PROPOSED SIGN LOCATION.

Type of Sign: ☐ Wall Sign ☐ Free Standing/Ground Sign ☐ Projecting Sign ☐ Window Sign
☐ Other _____ (See descriptions in the Town Ordinance)

Dimensions: _____ (H) x _____ (W) Total Square Feet: _____

☐ Single Faced ☐ Double Faced

Type of Lighting: _____

Cost of Proposed Sign: \$ _____

STATEMENT OF APPLICANT

The information presented in this application and attached to it is true and accurate. I am aware that any approvals obtained in error will be void, and all expenses I have incurred in seeking those approvals are my responsibility.

Dated: _____ By: _____

DETERMINATION OF THE ZONING ADMINISTRATOR

The application is ☐ Granted ☐ Granted with Modifications ☐ Denied. Any modifications are specified on an attachment. The sign(s) are to be constructed according to the Design Approval Certificate attached hereto.

Fee: \$ _____

UNIQUE SIGN IDENTIFICATION NUMBER

The sign(s) which are approved pursuant to this certificate are assigned the following Unique Identification Number: _____. This number is to be placed on the sign on the medallion.

This permit expires in one year from the date of issuance if the sign is not constructed. Construction of the sign must be completed within 60 days of commencement of construction.

TOWN OF SUN PRAIRIE DESIGN APPROVAL CERTIFICATE

THIS CERTIFICATE AUTHORIZES CONSTRUCTION AND MAINTENANCE OF A SIGN WHICH CONFORMS TO THE SPECIFICATIONS STATED HEREIN.

Sign Owner: _____ Email: _____

Address: _____ City/State/Zip: _____ Phone: _____

Location of Sign, if different: _____

The sign shall conform to the dimensions, location, design and construction materials specified in the attached plan, as modified in the approval process.

The sign shall comply with all setback and other land use regulations applicable to its location.

Upon completion, the sign shall have its approval medallion installed.

UNIQUE SIGN IDENTIFICATION NUMBER

The sign(s) which are approved pursuant to this certificate are assigned the following Unique Identification Number: _____. This number is to be placed on the sign on the medallion.

SIGNATURE OF THE ZONING ADMINISTRATOR

The Design Approval Certificate is granted according to the terms state above.

BY THE ZONING ADMINISTRATOR:

DATE: _____