

SIGN APPLICATION Evansville, Wisconsin

Version: December 2021

General instructions. Complete this application as it applies to your project and submit one copy to the City Clerk along with the required application fee. If you have any questions, contact the Community Development Director at 608.882.2263 or colette.spranger@ci.evansville.wi.gov. You may download this application off of the City's website at: www.ci.evansville.wi.gov.

- Office Use Only -

\$75.00 + \$0.50/sq. ft.

(\$30.00 B-2 Window and Sandwich Board Signs)

Application fee	
Receipt number	_____
Date of determination of completeness	_____
Name of zoning administrator	_____
Application number	_____
Authorization	_____

1. Applicant information

Applicant name _____

Street address _____

City _____

State and zip code _____

Daytime telephone number _____

Fax number, if any _____

E-mail, if any _____

2. Individual or firm erecting sign

Name _____

Company _____

Street address _____

City _____

State and zip code _____

Daytime telephone number _____

Fax number, if any _____

E-mail, if any _____

Name of insurance company _____

Insurance company address _____

3. Proof of insurance. If a firm or individual that is in the business of erecting, repairing, maintaining, or relocating signs will be installing the sign, please attach proof of liability insurance with the following minimum coverage: \$100,000 bodily injury and \$200,000 aggregate and \$100,000 property damage.

4. Subject property information (where the sign will be located)

Street address	_____		
Parcel number	6 - 27 - _____ . _____	Note: the parcel number can be found on the tax bill for the property or may be obtained from the City.	
Current zoning classification(s)	Note: The zoning districts are listed below.		
	Business Districts	B-1	B-2 B-3 B-4
	Planned Office District	O-1	
	Industrial Districts	I-1	I-2 I-3

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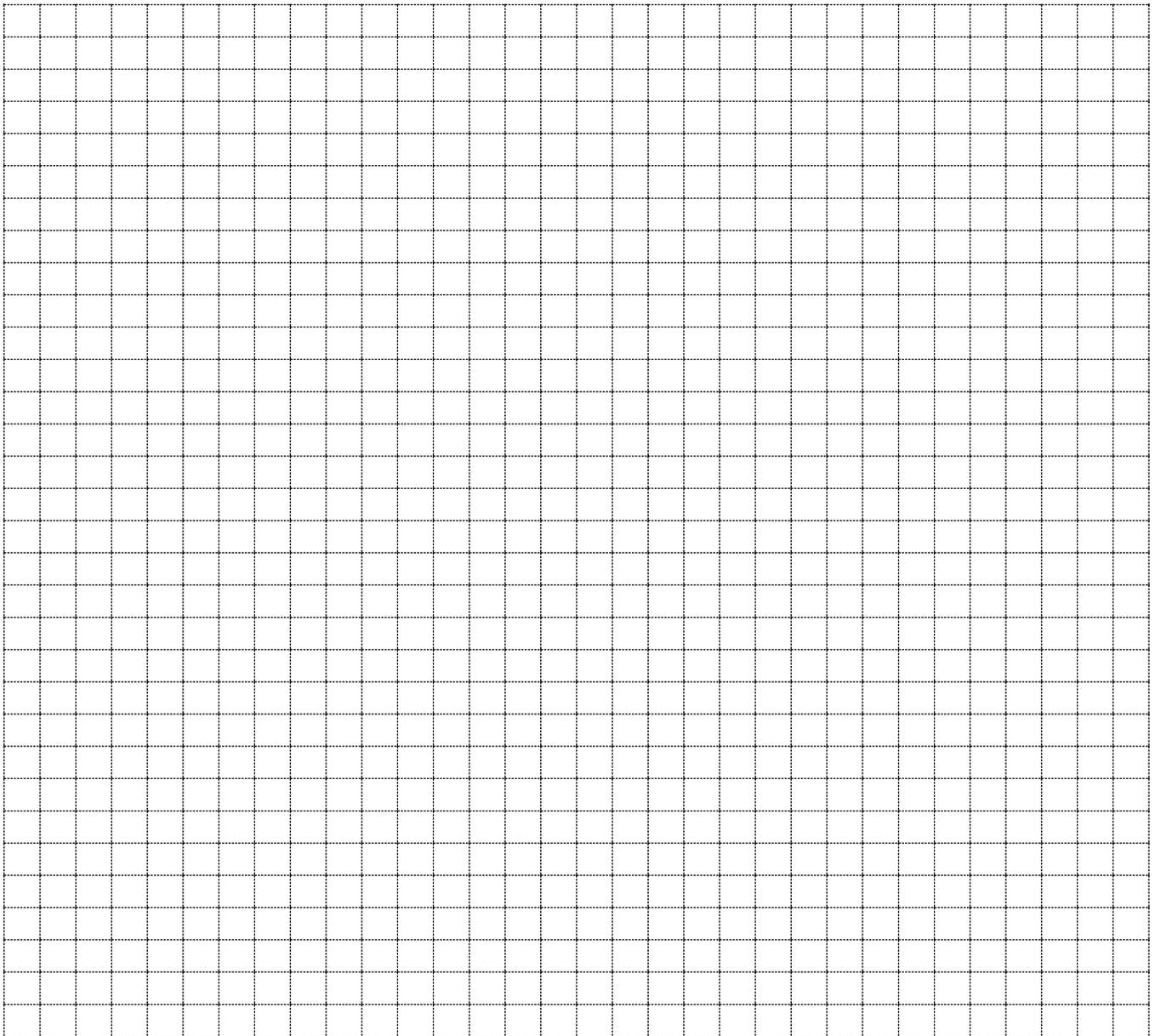
5. Design review.

Is the proposed sign located within a historic preservation district and/or the central business district (B-2)?
Is the proposed sign a sandwich board sign?

Yes No
 Yes No

If you answered yes to both of the questions, provide a sketch of the proposed sign that shows lettering, logos, and other graphics and the overall color scheme. You can use the space below or attach a drawing to this application.

The Evansville Historic Preservation Commission must review and approve the design of the sign, before the application is reviewed to ensure it meets other standards contained in the city's sign code.



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6. Description of signage. For each proposed sign, please provide the following information as applicable.

Dimensions:	
Materials:	
Illumination, if any:	
Location on the property:	
Height above grade:	
For wall signs, the area of the building's face to which the sign will be attached:	___ square feet

7. Type of signs. For each of the sign types below, indicate the number and total area of existing and proposed signage.

Sign Type	Description	Existing Signs		Proposed Signs	
		Number	Total Area (square feet)	Number	Total Area (square feet)
Wall sign	A wall sign is affixed to or painted on a wall surface and may not extend more than 16" from the face of the wall				
Ground sign	A sign where the bottom of the sign is generally in contact with or in close proximity to the ground				
Pole sign	A sign that is principally supported by one or more columns or poles				
Awning sign	A sign placed on the vertical flap of an awning which is defined as a retractable, roof-like structure that his mounted on the face of a building and is constructed on non-rigid materials (like canvas)				
Canopy / marquee sign	A sign placed on the vertical flap of a canopy or marquee which is defined as a permanent, roof-like structure that is mounted on the face of a building and is constructed of a durable, rigid material such as metal, plastic, or glass				
Portable sign	A sign that is not permanently attached to the ground and is designed to be easily moved from one location to another. Examples are sandwich boards or reader boards with supports or wheels.				
Projecting sign	A sign that is attached to a building and which is perpendicular to it's face				
Other	Any type of signage that does not fall into one of the above categories				
Total					

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8. Applicant certification

- ◆ I certify that the application is true as of the date it was submitted to the City for review.
- ◆ I understand that it is my responsibility to call the Community Development Director for an inspection following completion of the sign.
- ◆ I understand that it is my responsibility to call Digger's Hotline if digging is required to install the sign.

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Applicant Signature

Date

Governing Regulations

The procedures and standards governing this application process are found in Chapter 130, Article 10 of the Municipal Code.

9. Authorization – for official use only.

<p>_____</p> <p>Historic Preservation Commission Date</p>	<p>Comments or Conditions, if any:</p>
<p>_____</p> <p>Community Development Director Date</p>	<p>Comments or Conditions, if any:</p>