

City of Oconomowoc
Application for Sign Review

174 E. Wisconsin Avenue, P.O. Box 27
Oconomowoc, WI 53066
Telephone: (262) 569-3235
Fax: (262) 569-3238
Website: www.oconomowocusa.com

This application is a part of the Architectural Commission review submittal package and is required for review. Only complete sign submittals filed prior to the deadline will be accepted. Please refer to the sign review procedures for the submittal requirements.

Filing date & time:

The following information is required to be included and explained in your submittal:

- \$50.00 Application Fee (Professional Review Fees will be charged if application requires more than one hour of review time)
- Complete application for sign review (12 copies)
- Color renderings of proposed signs and signage on building if applicable (12 copies)
- Sign illumination/lighting plan (12 copies)
- Sign site plan showing setbacks (12 copies)
- Sign plan showing height above grade (free-standing signs only) (12 copies)
- Sign drawing (to scale) with sign area calculations & dimensions (12 copies)
- For building signs only: Rendition of entire building showing sign placement on the building (12 copies)
- For Planned Unit Developments or Master Development Plans only: A letter of approval signed by the developer (12 copies)

Sign Information - Required for Review

Name of establishment requesting the sign:

Address where sign will be placed:

Is the address of sign placement within the Central Commercial District or the Urban Overlay District?

Zoning district of this property:

Explain how the proposed sign complies with an existing master sign plan:

Type of sign proposed:

Provide size, square footage and dimensions of the sign:

List sign colors & where they appear on the sign:

List sign materials:

List all words/lettering proposed on the sign:

List sizes of all lettering:

Number of sign faces. Explain:

List the type of sign, required setbacks and maximum sign size allowed for this area: _____

List the sign setbacks proposed:

Explain sign placement on the property:

Describe the sign base or sign support, including size, materials and colors: _____

Explain sign illumination, including method of sign illumination: _____

List hours of sign illumination:

Discuss landscaping provided relative to the sign: _____

City of Oconomowoc
Application for Sign Review (continued)
Sign Information - Required for Review (Continued)

Discuss canopies/awnings proposed, including the number proposed and their placement: _____

List the size, materials and colors used for canopies/awnings: _____

Discuss canopy/awning illumination: _____

Other comments: _____

Contact Information

The applicant is responsible for including contact information for everyone who should receive information pertaining to this meeting.

Name of applicant/contact person: (first, last) _____

Applicant's address: (include city, state and zip code) _____

Applicant's telephone number: (include area code) _____

Applicant's cell phone number: (if applicable) _____

Applicant's email address: _____

Name of company receiving architectural review: _____

Company's address: (include city, state and zip code) _____

Name of company contact: _____

Contact's telephone number: _____

Contact's email address: _____

Address of property receiving architectural review: _____

List Property Owner's contact information here:

Property Owner's Signature _____ Date _____

As agent/applicant/owner, I agree to conform to the approval given by the Architectural Commission.

Signature of Agent/Applicant/Owner _____ Date _____

***A signature is required for review of this application.**