

Village of Potter

Sign Permit Application

(check one)

Permanent Sign Temporary Sign

The applicant hereby acknowledges that the Land Use Permit shall lapse and become void if the work described in the permit is not commenced within one year from its date of issuance.

PART A: PROPERTY INFORMATION

PROPERTY ADDRESS: _____

LOCATION ID: _____

PRESENT ZONING: _____

PART B: APPLICANT & OWNER INFORMATION

APPLICANT INFORMATION:

NAME: _____

ADDRESS: _____

DAYTIME CONTACT NUMBER: _____

EMAIL ADDRESS: _____

PROPERTY OWNER INFORMATION (check if same as applicant):

NAME: _____

ADDRESS: _____

DAYTIME CONTACT NUMBER: _____

CONTRACTOR INFORMATION (if applicable):

NAME: _____

ADDRESS: _____

DAYTIME CONTACT NUMBER: _____

PART C: PERMANENT SIGNS

PROJECT DESCRIPTION: Attach sign inventory and proposed signage drawings. Include sign face dimensions, height (both from grade to top of sign and from grade to bottom of sign), content and setbacks from property lines.

WIDTH OF BUILDING FRONTAGE: _____

WIDTH OF LOT FRONTAGE: _____

SIGN MATERIAL(S): _____

IS AN ELECTRICAL PERMIT NEEDED: Yes No

PART D: TEMPORARY SIGNS

SIGN DIMENSIONS (i.e. 4' x 5'): _____

DATE OF ERECTION: _____

DATE OF REMOVAL: _____

PART F: AUTHORIZATION

I, the owner of the property to be developed, or applicant who has authority to act on behalf of the owner above, attest the above and attached information is correct to the best of my knowledge. I hereby give the Code Administrator permission to enter the property listed above for purposes of inspecting the property to determine if a permit can be issued, and, for follow-up inspections to determine compliance with this application, code, and/or permit issued.

Signature: _____ Date: _____

Return this completed application, required attachments and permit fee to:
Village of Potter, PO BOX 162, Potter, WI 54160 Questions? (920) 853-7600

OFFICE USE ONLY:

Date Received: _____ Fee Received: _____ Check #: _____

Approved: Yes No

Permit Issuance Date: _____