



Dunn County Planning & Zoning Division

3001 US Highway 12 East, Suite 240 (715) 231-6521
Menomonie, WI 54751 www.co.dunn.wi.us

Sign Permit Application

FEE: \$ _____ RECEIPT# _____
 General Expedited
 After the Fact
 *See Fee Schedule
 Cash **or** Check# _____
 **Checks Payable to Dunn County Zoning

Instructions: Please fill out all sections of the application. Attach a Site Plan with sign setbacks and layout plans.

FOR OFFICE USE ONLY

PERMIT#: _____ - _____ App. Date: _____ Zoning District: _____ Township: _____ Staff Initials: _____
 App # _____ Date Onsite: _____ Date Permit Issued: _____ Zoning Inspector's Initials: _____

| Property Owner | Agent/Contractor <input type="checkbox"/> Same as owner |
|-----------------|---|
| Name | Name/Business |
| Mailing Address | Mailing Address |
| City/State/Zip | City/State/Zip |
| Phone | Phone |
| Email | Email |

Property Information

Parcel ID # _____ Site Address _____ Same as owner
 S _____ T _____ N R _____ W CSM/Subdivision _____ Lot# _____ Blk# _____

Sign Specifics

Area of sign: _____ sq. ft Height: _____ ft Width: _____ ft Total height: _____ ft
 Is the sign electronic? Yes No Illuminated? Yes No Directional? Yes No
 What is the sign advertising? _____
 Setbacks
 Road right of way: _____ ft Nearest side lot line: _____ ft Rear Lot Line: _____ ft
 Post Material: _____ Post diameter: _____ Footing Material: _____
 Sign Material: _____ Estimated Project Cost \$ _____
 Has any portion of this project been started? Yes No
 Explain: _____

General Requirements

Site Plan Completed Detailed Plans Submitted Proposed Sign Staked Out

By signing this application, I certify that all information contained in or attached to this application is true and correct to the best of my knowledge. I authorize Dunn County Zoning Staff to access my property in order to verify that the Dunn County Zoning Ordinance standards are met. I understand that I am responsible for checking with the applicable township, building inspector, DNR, and any other entities that may have jurisdiction over my project. I understand that this application does not guarantee that a permit will be granted. I agree to contact the zoning office if there are any modifications to the application or site plan.

Owner/Agent Signature: _____ Date: _____

Please note: This is an application and does not guarantee a Sign permit will be issued. Sign permits are valid for 1 year from the issue date, after which they become null and void.

***See Fee Schedule Link**

Staking of Proposed Sign(s)

The location of all proposed signs must be staked out with accurate dimensions. It is the applicant's responsibility to notify the Zoning Office when the sign(s) are staked and ready for inspection. Failure to stake the proposed sign(s) can result in delay of permit issuance.

Detailed Plans

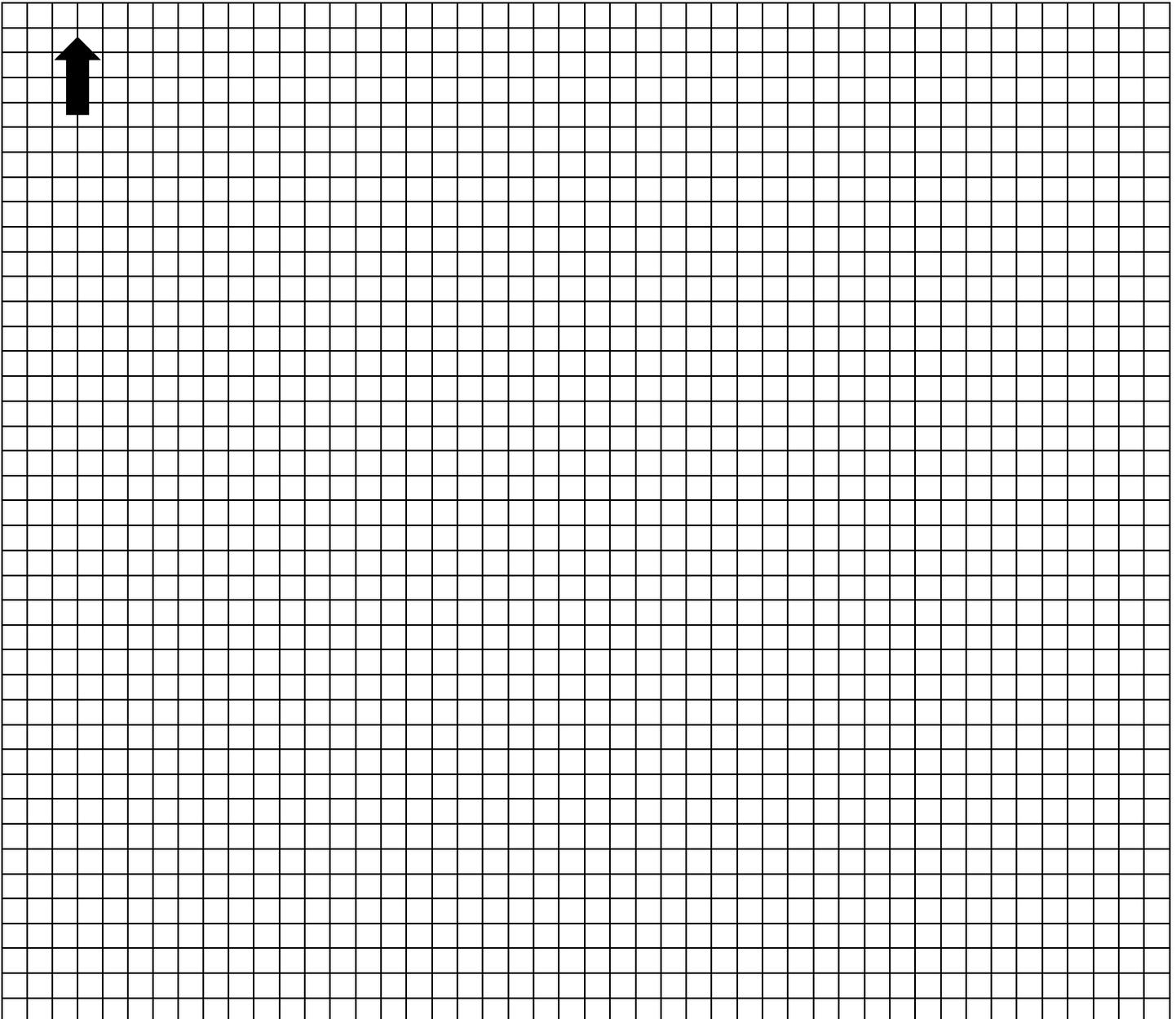
Detailed plans must be submitted showing the construction specifics for the sign. If the contractor does not provide this, applicant must draw out the detailed view and label all parts as shown in the sign detail example on the following page. This is separate from the Site Plan (See below).

Site Plan

Using either the grid provided below or your own paper, please show all of the following:

1. Direction of North
2. Location and dimensions of all existing and proposed structure(s) on your property.
3. Distance in feet* from the proposed sign to:
 - All lot lines (and shoreline Ordinary High Water Mark, if within 300' of a river or stream, or 1,000' of a lake, pond, or flowage)
 - Centerline of the road or road Right of Way. Indicate road name.
 - House and any other signs

*Distances greater than 100' can be estimated



Fee Schedule

| ZONING | | |
|--|--------------------|----------------------|
| Permit/Application | General Fee | Expedited Fee |
| Sign Permit | \$100 | \$250 |
| Additional Site Inspection | \$100 | \$170 |
| After-The-Fact Permit | 2x Fee | |
| <p>General Fee is the estimated cost to process and issue a permit using “In-House” staff and resources. Applications under the General Fee will be processed as time permits.</p> <p>Expedited Fee is the estimated cost to process and issue a permit using “Out of-House” (contracted) staff and resources. Applications under Expedited Fees will be processed within ten (10) working days of receiving a complete application.</p> <p>Processing of all Permit/Applications includes one site inspection, except for Shoreland Permit/Applications, which includes up to two site inspections. If additional site inspections are necessary, the Zoning Division will notify the applicant who must then deposit the required additional fee. No further processing of the application shall occur until the additional fee has been received.</p> | | |