



**BUILDING INSPECTION DEPARTMENT**  
106 Jones Street, Watertown WI 53094  
920-262-4060

**SIGN PERMIT**  
**\$25.00 Fee**

**OFFICE USE ONLY**  
Permit #: \_\_\_\_\_  
Date: \_\_\_\_\_  
Issued by: \_\_\_\_\_  
Fee Paid: Cash/Check  
Check #: \_\_\_\_\_  
Receipt #: \_\_\_\_\_  
Parcel #: \_\_\_\_\_  
Zoning District: \_\_\_\_\_

Date Application Submitted: \_\_\_\_\_

Please submit the following information to our office for review of sign application.

**\*\*NOTE: Any owner or person who's application has been denied or revoked** by the City staff and/or Historic Preservation Commission may appeal to the City of Watertown Plan Commission per the requirements of the Conditional Use Permit. The fee for this process is \$500.00 and shall be returned to the applicant if said appeal is successful. The information must be submitted, **one (1) week prior** to any committee meeting for staff review and agenda placement. The **City Plan Commission** meets on the **fourth Monday of each month** in the Council Chambers of the Municipal Building, 106 Jones Street, Watertown, WI 53094. Comments and questions can be addressed by calling staff at (920) 262-4060.

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Project Address: \_\_\_\_\_

Sign Material: \_\_\_\_\_

**Sign Size and Height** \_\_\_\_\_ **Estimated Cost of Sign(s)** \_\_\_\_\_

**SIGN PLACEMENT LOCATION ON PLOT PLAN (8 1/2 x 11 PAPER).**

**PROVIDE SCALE DRAWING AND CONTENT MESSAGE ON SEPARATE 8 1/2 x11 PAPER.**

- Sign Type:**     Pylon Sign                       Wall-Mounted                       Internally Illuminated  
                   Free-Standing                       Awning                               Monument sign  
                   Auxiliary Sign                       Externally Illuminated     On premise directional sign

Front Footage of Building \_\_\_\_\_ x 1 = \_\_\_\_\_    Side Footage of Building \_\_\_\_\_ x 1 = \_\_\_\_\_  
Front Existing Signage \_\_\_\_\_ (Sq. Ft.)    Side Existing Signage \_\_\_\_\_ (Sq. Ft.)  
Front Proposed Signage \_\_\_\_\_ (Sq. Ft.)    Side Proposed Signage \_\_\_\_\_ (Sq. Ft.)  
Height Above Sidewalk \_\_\_\_\_    Sign/Awning Projection \_\_\_\_\_

**PLEASE READ:**

I hereby certify that all of the above information and attachments submitted hereto are true and correct to the best of my knowledge, and that all **fees and liability insurance requirements have been submitted.** **\*\*In addition to signs prohibited by Section 13.53, the following more common signs are prohibited as well; All signs projecting more than 12", all mobile signs, and all off premise signs.\*\***

\_\_\_\_\_  
**Signature of Property Owner**

\_\_\_\_\_  
**Signature of Applicant**

The City of Watertown Building, Safety & Zoning Department hereby authorizes the installation of an approved **sign awning** with approved lettering and design per submitted drawings, and review and approval by the appropriate City Commission. Installation shall meet the minimum requirements of City of Watertown Building Code Section 18.211.

\_\_\_\_\_  
City Official

\_\_\_\_\_  
Date