

SAUK COUNTY CONSERVATION, PLANNING, AND ZONING

APPLICATION FOR SIGNS/BILLBOARDS

Sauk County Planning & Zoning, 505 Broadway, Baraboo, WI 53913

Phone: 608/355/3245 Fax: 608/355/4440

INCOMPLETE APPLICATIONS WILL BE RETURNED!

COUNTY USE ONLY ...

County ID#
Land Use ID #
Total Fee Amount
Date Approved
Approved by:
Date Issued:
Site Inspected by:
Inspected date:
Check Info:
Receipt No:

SECTION 1: LANDOWNER INFORMATION

Land Owner:
Mailing Address:
City: State: Zip:
Phone(H): Phone:(W)
Email:

SECTION 2: PROPERTY DESCRIPTION

Tax Parcel# CSM/Subdivision: Lot# Road Name:
Town of: 1/4, 1/4, Section, T, N, R, E
Zoning District: Lot Size (Acres):
TOTAL FEE AMOUNT: Fee based on Sq. Ft. (Sq. Ft. X \$2 or \$100 minimum) = \$

Setback Survey Required
Conditions of permit:

Sign Face Dimensions: Length x Width = Total sq. ft.
Additional Sign Faces: x =
x =
Total height of sign:

SECTION 3: STRUCTURE/SIGN DESCRIPTION

PLOT PLAN AND FLOOR PLANS REQUIRED ON 8 1/2 X 11 PAPER ONLY(See Section 7)

Builder: Phone:
Mailing Address:
Describe all signs to be permitted and the use:

SETBACK DISTANCES:
ft to side lot line ft to another sign ft to wetland/navigable stream or lake
ft to side lot line ft to another sign ft to electric power lines
ft to rear lot line ft to road intersection/ramps ft to
ft to road right-of-way ft to road intersection/ramps ft to
ft to road right-of way

SECTION 4: PLOT PLAN

A detailed plot plan showing all setbacks from road intersections, right-of-ways, and property lines along with the location of all signs and buildings within 1000 feet of the proposed sign(s).

SECTION 5: DIAGRAM

A diagram showing the shape of the sign, including the face area, which depicts the sign height, width and other general features.

SECTION 6 WOODY VEGETATION

A plan for the control of woody vegetation that would obstruct the view of the sign from the road.

SECTION 7: GENERAL

No sign shall be erected that has any flashing or moving parts. Plan shall show how lighting will prevent glare upon the roadway. Shall show the location of the sign permit number on the sign face. Shall describe landscaping at the base of the sign and concealment of the structural components. Shall verify the back of the sign is of earth tone color.

PLEASE READ THE BACK OF THE APPLICATION AND SIGN AND DATE.

The following is only excerpts pertaining to the construction, removal, placement of signs. Please contact the Office of Planning & Zoning for a full copy of the ordinance if you need more information.

7.116 Applicability. The requirements and provisions of this subchapter shall apply to all signs that are erected, relocated, structurally altered, maintained or reconstructed after the effective date of this chapter, February 18, 2014. It shall be unlawful and in violation for any person to erect, relocate, structurally alter, maintain, or reconstruct any sign; except in compliance with the requirements of this subchapter.

7.117 Permit requirements. Sign Permit Issuance. The issuance of a sign permit is required prior to the erection, relocation, structural alteration, or reconstruction of a sign. An application for a sign permit shall be made on a form provided by the zoning administrator and shall include the following information: (1) The name, addresses, legal corporate status, and telephone number of the applicant responsible for the accuracy of the application, and site plan. (2) The name, address, and telephone number of the landowner on whose property the sign is located. (3) The name, address, legal corporate status and telephone number of the owner of the sign. (4) A copy of an approved sign permit issued by the State of Wisconsin, where applicable. (5) A description of the sign to be installed including height, setbacks, copy area, design, and a diagram on how such sign will be anchored to a building or the ground. (6) A site plan drawn to a scale showing the location of the sign relative to structures, roads, setbacks, other signs, vision clearance areas, and any other dominate land features located within 5,280 feet of the proposed sign location. (7) A drawing or other depiction showing the proposed sign. (8) Cost of the sign. (9) Such other information as the zoning administrator may require as confirmation of full compliance with this subchapter and all other applicable provisions of this chapter. 7.118 Substitution clause and sign content. Subject to the owner's consent, noncommercial speech of any type may be substituted for any duly permitted or allowed commercial speech; provided, that the sign is legal as expressed in this subchapter without consideration of message content. Such substitution of message content may be made without any additional sign permits required. This provision prevails over any provision to the contrary in this subchapter. 7.119 Rustic road visibility. No sign visible from the main traveled way of a road designated as a rustic road pursuant to Wis. Stat. § 83.42 and Wis. Admin. Code §§ Trans-RR 1.15 and 1.17 may be erected except for the following signs: (1) Government signs. (2) Real estate signs. (3) On-premises signs.

7.121 Prohibited signs. The following signs are prohibited: (1) Abandoned signs. (2) Inflatable signs. (3) Noise making, steam emitting, or odor emitting signs. (4) Obscene signs. (5) Portable signs. (6) Roof signs. (7) Signs on utility poles, electrical boxes, or other public utilities. (8) Signs that imitate or resemble any official traffic sign, signal, or device. (9) Electronic message signs except as provided for in this subchapter.

7.122 Signs requiring a sign permit. (1) SIGN PERMIT. Except as otherwise provided in this ordinance no person may erect, relocate, structurally alter, or reconstruct, any sign without first obtaining a sign permit from the zoning administrator. (2) CONTENT. Changing the content of the copy area does not require a permit. (3) BANNERS. Banner posts or structure must be permanent fixtures and be issued a sign permit.

7.123 Construction and maintenance. (1) CONSTRUCTION AND RECONSTRUCTION. Any sign erected, relocated, structurally altered, reconstructed, or maintained shall comply with the provisions of this chapter. (2) MULTIPLE COPY AREAS. Signs with multiple copy areas shall be placed back-to-back (parallel). (3) DISREPAIR AND ABANDONMENT. Any sign that falls into a state of disrepair or is abandoned shall be repaired or removed by the owner. If the sign is to be repaired a new permit shall be required which shall conform to the provisions of this chapter.

7.124 Nonconforming existing signs. (1) AUTHORITY TO CONTINUE. Any on-premises sign, which is permitted under this chapter, may continue, so long as the land use continues to exist and remains otherwise lawful according the provisions of this chapter. Land uses that no longer exist shall be removed. (2) MAINTENANCE. Any nonconforming sign may be maintained provided that such maintenance shall not create an additional nonconformity or increase the degree of the existing nonconformity of all or any part of the structure, and provided that the cost of maintenance does not exceed 50% of the sign's assessed value at the time of maintenance. (3) DAMAGE OR DESTRUCTION. (a) In the event that any sign identified in whole or in part as a nonconforming use is damaged or destroyed, by any means, to the extent that the damage exceeds 50% of the assessed value of such sign immediately prior to such damage, such sign shall not be restored unless the sign and the use conforms to all regulations of this chapter. (b) When such damage or destruction is 50% or less of the fair market value of the sign immediately prior to such damage, such sign may be repaired and reconstructed and used for the same purposes as it was before the damage or destruction provided that such repair or reconstruction is commenced and completed within 12 months of the date of such damage or destruction. (4) RELOCATION. No nonconforming sign shall be relocated in whole or in part to any other location on the same, or any other parcel or lot, unless the entire structure shall conform to the regulations of this chapter. Please refer to Sauk County Zoning Ordinance, Subchapter X, for the full requirements and regulations of signage in Sauk County.

APPLICANT ACCOUNTABILITY AGREEMENT

Upon signing this document, I take the full responsibility to obtain all necessary permits, from all appropriate *Federal, State, County and/or Town units.*

I hereby certify that all information and drawings are true and correct. I understand that no construction may occur before the issuance of all necessary permits and that if construction does occur before that time, I am subject to fines and/or removal of the sign/billboard.

The required permit must be posted on-site prior to starting any construction. If proper posting of permit is not done, the property owner may be found in violation and subject to citations. PERMIT IS VALID FOR 2 YEARS FROM THE DATE IT WAS ISSUED.

I will permit representatives from the Sauk County Department of Planning and Zoning to access my property at any time to investigate the project's construction, operation and/or maintenance.

Signature of Property Owner

Date

(Signature must be property owner. Applications with agent, contractor, etc., will not be accepted and returned to owner for signature.)