

SIDEWALK SIGN APPLICATION

Village of Menomonee Falls Department of Community Development



Business Information

Contact Name
Business Name
Business Address
Phone
Email

Property Owner

Name
Address
Phone
Email

Sign Requirements

- A sidewalk sign shall be an "A" frame sign. Sidewalk signs shall only be permitted on Appleton Avenue and Main Street in the OVC Village Center Overlay District.
- The maximum size of the sidewalk sign shall not exceed 4 feet in height, 2.5 feet in width, and 12 square feet for the face of the sign.
- One sidewalk sign shall be permitted per street frontage per parcel.
- An unobstructed area of four feet, or as defined by the Americans with Disabilities Act, shall be provided as an accessible route for pedestrian traffic.
- A sidewalk sign may be single or double-faced, and shall be portable and readily movable from place to place. The sign frame shall be painted or stained wood, anodized aluminum, other appropriately painted metal or rigid plastic. Stenciled or spray painted signs are prohibited.
- A sidewalk sign application is required for each sign with a permit fee of \$25. The permit will consist of a sticker with the year on it that shall be placed on the sign for easy identification of permitted signs.
- An original certificate of insurance in the amount of \$1,000,000, naming the Village of Menomonee Falls as an insured party in connection with each sidewalk sign.
- All other provisions and requirements as laid out in Section 90-6 Sidewalk Signs in the Municipal Code.

Application Requirements

- Completed application with a certificate of insurance and \$25 application fee.
- A drawing or image of the proposed sidewalk sign including the sign dimensions.

Applicant Signature

Date

Approval (Office Use Only)

Approval Date
Permit Fee
Permit Number