



Village of Menomonee Falls

Department of Engineering & Development
Planning and Zoning
W156 N8480 Pilgrim Road
Menomonee Falls, WI 53051-3140
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SIGN REVIEW APPLICATION

The following information shall be submitted before any sign application is reviewed:

- **Sign application** – Completed sign application **for each sign** and permit fees of **\$100 for each sign**
- **Survey/Site Plan** – A current survey/site plan is required for free-standing or projecting signs showing lot lines, existing buildings, existing site features, easements, existing signs, and proposed sign(s) setbacks.
- **Drawing/Rendering** – A scaled drawing of the proposed sign showing all dimensions (height, width, depth) with materials and colors shown on the drawing. If a wall sign, an elevation of the structure with the sign drawn to scale.
- **Context** – Photographs of the existing buildings and existing sign(s), or color renderings of proposed buildings and other signs.
- **Landscaping Plan** – All Free-Standing signs require landscape plan.
- **Property Owner** – Written acknowledgement and/or signature from property owner approving proposed signage.

APPLICANT INFORMATION

Contact Name
Company
Address
City/State/Zip
Phone
E-Mail

PROPERTY OWNER INFORMATION

Name
Address
City/State/Zip
E-mail Permit to:
Name
Phone:
E-mail:

Name of Business Advertised: _____

Location / Address of Sign: _____

Free-Standing Sign

Temporary

Permanent

Total Height of Sign _____

Feet _____

Distance from the Property Line to the closest component of sign _____

Feet _____

Area of Sign (square feet) _____

Sq Feet _____

Wall Sign

Temporary

Permanent

Height x Width of the building façade on which the sign will be mounted, or _____

If multi-tenant building, Height x Width of tenant space façade _____

Describe where the sign will be located on the building/site _____

Area of Sign (square feet) _____

Sq Feet _____

No Illumination

Internal Illumination

External Illumination

Estimated Cost of Sign \$ _____ **Proposed Date of Sign Placement** _____

Tax Key #		Permit #	
Temp Sign Start		Zoning District	
Temp Sign End		Zoning Approval	

Applicant _____

Date _____

Owner _____

Date _____