

CITY OF FRANKLIN

INSPECTION DEPARTMENT

9229 W. LOOMIS ROAD FRANKLIN, WISCONSIN 53132

PHONE: 414-425-0084 FAX: 414-425-7513

Forms are available online at www.franklinwi.gov

APPLICATION FOR SIGN PERMIT

APPLICANTS: ALL SECTIONS OF THE APPLICATION NOTED WITH AN * SHALL BE COMPLETELY FILLED OUT. IF THESE SECTIONS ARE NOT COMPLETED, THE APPLICATION WILL NOT BE ACCEPTED AND IT WILL BE RETURNED TO THE OWNER, APPLICANT OR SIGN CONTRACTOR THIS FORM MAY BE USED FOR UP TO 6 SIGN APPLICATIONS. IF YOU HAVE ADDITIONAL SIGN APPLICATIONS TO SUBMIT, PLEASE USE ADDITIONAL FORMS

TWO COLOR COPIES OF SIGN DRAWINGS AND A SURVEY OR SITE PLAN SHALL BE SUBMITTED FOR EACH SIGN.

DRAWINGS MUST INCLUDE ALL OF THE SIGN DIMENSIONS.

APPLICATIONS FOR MOBILE TEMPORARY SIGN PERMITS MUST COMPLETE SECTIONS 1, 2, 3, 4, 6, 10 AND 13.

APPLICATION DATE: _____

PROPERTY ADDRESS: _____

1. *PROPERTY OWNER INFORMATION:

OWNERS' NAME	ADDRESS			EMAIL
CITY	STATE	ZIP	TELEPHONE	FAX

2. *APPLICANT INFORMATION:

APPLICANT'S NAME	ADDRESS			EMAIL
CITY	STATE	ZIP	TELEPHONE	FAX

3. *CONTRACTOR INFORMATION:

CONTRACTOR'S NAME	ADDRESS			EMAIL
CITY	STATE	ZIP	TELEPHONE	FAX

4. *BUSINESS NAME AND CONTACT INFORMATION:

BUSINESS NAME:				
CONTACT PERSON	ADDRESS			EMAIL
CITY	STATE	ZIP	TELEPHONE	FAX

THE ELECTRICAL CONTRACTOR INFORMATION MUST BE COMPLETED IF SIGN IS ILLUMINATED.

ELECTRICAL PERMIT AND FEES MUST BE SUBMITTED WITH SIGN APPLICATION, SEE CENTER INSERT.

THE ELECTRICAL CONTRACTOR MUST BE CURRENTLY LICENSED TO WORK IN THE CITY OF FRANKLIN.

5. *ELECTRICAL CONTRACTOR INFORMATION:

Illuminated Sign?

ELECTRICAL CONTRACTOR'S NAME	FRANKLIN ELECTRIC CONTR LICENSE #	EMAIL	
ADDRESS	CITY	STATE	ZIP
TELEPHONE	FAX		

SIGN AREA CALCULATIONS & INFORMATION

MAXIMUM ALLOWABLE SIGN AREA

THE APPLICANT MUST COMPLETE THE TWO CALCULATIONS BELOW; FAILURE TO COMPLETE THIS PORTION OF THE APPLICATION WILL RESULT IN THE APPLICATION BEING RETURNED FOR COMPLETION. **BOTH** CALCULATIONS ARE REQUIRED TO BE COMPLETED.

CALCULATION OF THE GROSS ALLOWABLE SIGN AREA:

IF PROPERTY IS LOCATED ON A CORNER, USE THE LONGEST STREET SIDE ONLY. DO NOT ADD STREET FRONTAGES TOGETHER. THE BUILDING SIDE USED MUST BE THE SIDE PARALLEL OF THE STREET SIDE USED.

7. * **“PROPERTY FRONTAGE METHOD”**

PROPERTY FRONTAGE	ALLOWABLE AREA	GROSS SIGN AREA
_____ FT.	X 0.8	= _____ SQ. FT.

8. * **“BUILDING FRONTAGE METHOD”**

BUILDING FRONTAGE	ALLOWABLE AREA	GROSS SIGN AREA
_____ FT.	X 1.5	= _____ SQ. FT.

9.* **BUILDING SETBACK:**

SETBACK DISTANCE FROM FRONT PROPERTY LINE TO THE BUILDING _____ FEET.

MAXIMUM SIGN AREA IS THE LARGER OF THE TWO CALCULATIONS DONE ABOVE

MAXIMUM ALLOWABLE “GROSS” SIGN AREA _____ SQUARE FEET

10. **MOBILE SIGNS:**

MOBILE SIGNS ARE THE INSTALLATION OF INTERCHANGEABLE LETTER TYPE SIGNBOARDS ON A MOBILE BASE OR FRAME ONLY. TEMPORARY SIGNS CANNOT EXCEED 32 SQUARE FEET IN AREA. THE DURATION OF SIGN INSTALLATION DOES NOT MAKE A SIGN A “TEMPORARY SIGN”. NON SIGNBOARD TYPE SIGNS MUST FOLLOW THE REGULAR SIGN SUBMITTAL AND APPROVAL PROCESS, EVEN WHEN THE SIGN WILL NOT BE A PERMANENT INSTALLATION. TEMPORARY SIGN PERMITS INSTALLATIONS ARE LIMITED TO 30 DAYS PER PERMIT APPLICATION. SIGNS NOT REMOVED ON OR BEFORE THE PERMIT EXPIRATION DATE WILL COUNT AGAINST FUTURE SIGN APPLICATIONS. NO MORE THAT THREE (3), **30-DAY** TEMPORARY SIGN PERMITS WILL BE ISSUED PER PROPERTY IN A YEAR. LIGHTING FOR TEMPORARY SIGNS SHALL BE CONTINUOUSLY ILLUMINATED, FLASHING OR CHASING LIGHTS SHALL NOT BE PERMITTED; LIGHTS SHALL **NOT** BE RED, AMBER OR GREEN IN COLOR. WIRING USED FOR TEMPORARY SIGNS SHALL COMPLY WITH THE FRANKLIN ELECTRICAL CODE.

USE THE SITE LOCATION PAGE (PAGE 2) TO SHOW THE TEMPORARY SIGN LOCATION ON THE PROPERTY.

A \$75.00 FEE IS REQUIRED FOR EACH 30-DAY TIME PERMIT.

DATE OF INSTALLATION: _____

DATE OF REMOVAL: _____

PERMIT FEE: \$ _____

11. *SIGN INFORMATION:

THE ARCHITECTURAL BOARD REQUIRES COLOR SIGN DRAWINGS OR PHOTGRAPHS TO BE SUBMITTED. IF PHOTOGRAPHS ARE SUBMITTED, THE PHOTOGRAPH SIZE SHALL BE LARGE ENOUGH FOR THE BOARD TO REVIEW THE SIGN DETAIL. THE BOARD RECOMMENDS THE SUBMITTAL OF 8 1/2 " X 11" **COLOR** DIGITAL PHOTOS OR SIGN DRAWINGS.

FOR OFFICE USE	SIGN #	TYPE POLE, PYLON, MONUMENT, WALL, ETC.	SIGN AREA (W x L)	TOTAL HEIGHT	DIMENSIONS	ILLUMINATED Y/N	ILLUMINATION TYPE	ESTIMATED COST
	1							\$
	SIGN #	TYPE POLE, PYLON, MONUMENT, WALL, ETC.	SIGN AREA (W x L)	TOTAL HEIGHT	DIMENSIONS	ILLUMINATED Y/N	ILLUMINATION TYPE	ESTIMATED COST
	2							\$
	SIGN #	TYPE POLE, PYLON, MONUMENT, WALL, ETC.	SIGN AREA (W x L)	TOTAL HEIGHT	DIMENSIONS	ILLUMINATED Y/N	ILLUMINATION TYPE	ESTIMATED COST
	3							\$
	SIGN #	TYPE POLE, PYLON, MONUMENT, WALL, ETC.	SIGN AREA (W x L)	TOTAL HEIGHT	DIMENSIONS	ILLUMINATED Y/N	ILLUMINATION TYPE	ESTIMATED COST
	4							\$
	SIGN #	TYPE POLE, PYLON, MONUMENT, WALL, ETC.	SIGN AREA (W x L)	TOTAL HEIGHT	DIMENSIONS	ILLUMINATED Y/N	ILLUMINATION TYPE	ESTIMATED COST
	5							\$
	SIGN #	TYPE POLE, PYLON, MONUMENT, WALL, ETC.	SIGN AREA (W x L)	TOTAL HEIGHT	DIMENSIONS	ILLUMINATED Y/N	ILLUMINATION TYPE	ESTIMATED COST
	6							\$
	SIGN #	TYPE POLE, PYLON, MONUMENT, WALL, ETC.	SIGN AREA (W x L)	TOTAL HEIGHT	DIMENSIONS	ILLUMINATED Y/N	ILLUMINATION TYPE	ESTIMATED COST
	7							\$

12. *APPLICATION AND ARCH BOARD FEES:

SIGN NUMBER	ARCH BOARD FEE (IF APPLICABLE) \$40.00 EACH SIGN	APPLICATION FEE \$50.00 EACH SIGN	SIGN AREA (W x L)	OFFICE USE ONLY SIGN PERMIT FEES WILL BE CALCULATED AND IS DUE AFTER PERMIT IS PROCESSED
1	\$	\$	SQ. FT.	\$
2	\$	\$	SQ. FT.	\$
3	\$	\$	SQ. FT.	\$
4	\$	\$	SQ. FT.	\$
5	\$	\$	SQ. FT.	\$
6	\$	\$	SQ. FT.	\$
7	\$	\$	SQ. FT.	\$
TOTAL FEES	\$	\$	SQ. FT.	\$

13. *SIGNATURES:

OWNER/APPLICANT: _____

DATE: _____

6/29/2011