

[Planning Department](#)
 9229 West Loomis Road
 Franklin, Wisconsin 53132
 ☎ (414) 425-4024
 ✉ generalplanning@franklinwi.gov
franklinwi.gov



APPLICATION DATE: _____

STAMP DATE: _____ city use only _____

SIGN PERMIT APPLICATION

PROJECT INFORMATION [print legibly]

APPLICANT [FULL LEGAL NAMES]	APPLICANT IS REPRESENTED BY [CONTACT PERSON]
NAME:	NAME:
COMPANY:	COMPANY:
MAILING ADDRESS:	MAILING ADDRESS:
CITY/STATE: ZIP:	CITY/STATE: ZIP:
PHONE:	PHONE:
EMAIL ADDRESS:	EMAIL ADDRESS:

PROJECT PROPERTY INFORMATION

PROPERTY ADDRESS:	TAX KEY NUMBER:
PROPERTY OWNER:	PHONE:
MAILING ADDRESS:	EMAIL ADDRESS:
CITY/STATE: ZIP:	DATE OF COMPLETION: office use only

SIGNATURES

The applicant and property owner(s) hereby certify that: (1) all statements and other information submitted as part of this application are true and correct to the best of applicant's and property owner(s)' knowledge; (2) the applicant and property owner(s) has/have read and understand all information in this application; and (3) the applicant and property owner(s) agree that any approvals based on representations made by them in this Application and its submittal, and any subsequently issued building permits or other type of permits, may be revoked without notice if there is a breach of such representation(s) or any condition(s) of approval. By execution of this application, the property owner(s) authorize the City of Franklin and/or its agents to enter upon the subject property(ies) between the hours of 7:00 a.m. and 7:00 p.m. daily for the purpose of inspection while the application is under review. The property owner(s) grant this authorization even if the property has been posted against trespassing pursuant to Wis. Stat. §943.13.

(The applicant's signature must be from a Managing Member if the business is an LLC, or from the President or Vice President if the business is a corporation. A signed applicant's authorization letter may be provided in lieu of the applicant's signature below, and a signed property owner's authorization letter may be provided in lieu of the property owner's signature[s] below. If more than one, all of the owners of the property must sign this Application).

I, the applicant, certify that I have read the following page detailing the requirements for plan commission and common council approval and submittals and understand that incomplete applications and submittals cannot be reviewed.

PROPERTY OWNER SIGNATURE:	APPLICANT SIGNATURE:
NAME & TITLE: DATE:	NAME & TITLE: DATE:
PROPERTY OWNER SIGNATURE:	APPLICANT REPRESENTATIVE SIGNATURE:
NAME & TITLE: DATE:	NAME & TITLE: DATE:

SUBMITTAL REQUIREMENTS

- Application Form.** This application form accurately completed with signatures or authorization letters.
- Sign Area.** The applicant shall submit sign area calculations. See Unified Development Ordinance Sec. 15-6-05.
- Sign Location Drawing.** Provide a location drawing to scale or a Plat of Survey of the property location of the proposed sign(s). The following items are required on the drawing: Identification of adjacent streets; driveways; location of all buildings; proposed location of sign(s); setback distances of the sign(s) to lot lines; distance from sign to all buildings and all other signs; location of streets if property is corner lot; identification of each sign location by number.
- Temporary Signs.** Such signs are limited to a maximum of 30 days per application. No more than three (3) 30-day temporary sign permits will be issued per property per year.
- Sign Drawings.** Color renderings or color photographs depicting the sign face and showing dimensions of each sign.

FEES

- Application Fee.** (required when submitting a sign permit application)
\$50 per sign.
- Permit Fee per Sign.**
(City staff calculates the permit fee based on the schedule below and send you an invoice, payment required prior to permit issuance)
 - 8 square feet or less: \$40 • >9 up to 50 square feet: \$75 • >50 up to 100 square feet: \$100
 - >100 up to 150 square feet: \$150 • >150 square feet: \$150 plus \$25 for each additional 100 square feet
 - Additional fee for illuminated sign: \$50 each sign
 - Reinspection fee: \$75 per inspection
 - Failure to call for required inspection: \$100
 - Temporary sign: \$75 each permit or renewal
 - Failure to obtain a permit before starting work: First offense: Triple fees (3X), and subsequent offenses: Quadruple fees (4X)
 - Technology fees: (1) Permit Fee is less than \$100: \$4.00 per permit (2) Permit fee is \$100 or more: \$7.00 per permit

Payment options:

- Mail or attach check payable to the City of Franklin.
- Pay in person at City Hall.
- Pay online (you will receive an invoice by email).

SIGN INFORMATION [please complete for each proposed sign]

#	SIGN TYPE	WORK TYPE	SIGN FACE (Dimensions)	SIGN AREA (sq. ft.)	HEIGHT (from grade)	ILLUMINATION TYPE	ESTIMATED COST	PERMIT # (City use only)
1	<input type="checkbox"/> Wall <input type="checkbox"/> Monument <input type="checkbox"/> Awning <input type="checkbox"/> Window <input type="checkbox"/> Projecting <input type="checkbox"/> Directional <input type="checkbox"/> Temporary <input type="checkbox"/> Other	<input type="checkbox"/> New sign <input type="checkbox"/> Replacement				<input type="checkbox"/> Non-Illuminated <input type="checkbox"/> External <input type="checkbox"/> Internal	\$ _____	
2	<input type="checkbox"/> Wall <input type="checkbox"/> Monument <input type="checkbox"/> Awning <input type="checkbox"/> Window <input type="checkbox"/> Projecting <input type="checkbox"/> Directional <input type="checkbox"/> Temporary <input type="checkbox"/> Other	<input type="checkbox"/> New sign <input type="checkbox"/> Replacement				<input type="checkbox"/> Non-Illuminated <input type="checkbox"/> External <input type="checkbox"/> Internal	\$ _____	
3	<input type="checkbox"/> Wall <input type="checkbox"/> Monument <input type="checkbox"/> Awning <input type="checkbox"/> Window <input type="checkbox"/> Projecting <input type="checkbox"/> Directional <input type="checkbox"/> Temporary <input type="checkbox"/> Other	<input type="checkbox"/> New sign <input type="checkbox"/> Replacement				<input type="checkbox"/> Non-Illuminated <input type="checkbox"/> External <input type="checkbox"/> Internal	\$ _____	
4	<input type="checkbox"/> Wall <input type="checkbox"/> Monument <input type="checkbox"/> Awning <input type="checkbox"/> Window <input type="checkbox"/> Projecting <input type="checkbox"/> Directional <input type="checkbox"/> Temporary <input type="checkbox"/> Other	<input type="checkbox"/> New sign <input type="checkbox"/> Replacement				<input type="checkbox"/> Non-Illuminated <input type="checkbox"/> External <input type="checkbox"/> Internal	\$ _____	
5	<input type="checkbox"/> Wall <input type="checkbox"/> Monument <input type="checkbox"/> Awning <input type="checkbox"/> Window <input type="checkbox"/> Projecting <input type="checkbox"/> Directional <input type="checkbox"/> Temporary <input type="checkbox"/> Other	<input type="checkbox"/> New sign <input type="checkbox"/> Replacement				<input type="checkbox"/> Non-Illuminated <input type="checkbox"/> External <input type="checkbox"/> Internal	\$ _____	
6	<input type="checkbox"/> Wall <input type="checkbox"/> Monument <input type="checkbox"/> Awning <input type="checkbox"/> Window <input type="checkbox"/> Projecting <input type="checkbox"/> Directional <input type="checkbox"/> Temporary <input type="checkbox"/> Other	<input type="checkbox"/> New sign <input type="checkbox"/> Replacement				<input type="checkbox"/> Non-Illuminated <input type="checkbox"/> External <input type="checkbox"/> Internal	\$ _____	

ILLUMINATED SIGNS

An Electrical Permit must be obtained from the Department of Inspection Services for any sign that is illuminated regardless if it is a new or replaced sign. All signs must have their Listing Marking Label visible for inspection.

☎ 414-425-0084 ✉ generalinspection@franklinwi.gov