

Planning Department
 9229 West Loomis Road
 Franklin, Wisconsin 53132
 (414) 425-4024
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

ILLUMINATED SIGNS REQUIRE ELECTRICAL PERMITS

An Electrical Permit must be obtained from the 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.

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 Administrative review approval and submittals and understand that incomplete applications and submittals cannot be reviewed.

PROPERTY OWNER SIGNATURE:	APPLICANT SIGNATURE:
NAME & TITLE: DATE:	NAME & TITLE: DATE:
TENANT SIGNATURE (if applicable):	APPLICANT REPRESENTATIVE SIGNATURE:
NAME & TITLE: DATE:	NAME & TITLE: DATE:

CITY OF FRANKLIN APPLICATION CHECKLIST

If you have questions about the application materials please contact the planning department.

REQUIRED APPLICATION MATERIALS

- Application Form.** This application form accurately completed with signatures or authorization letters (see reverse side for more details).
- Application Fee.** General Application fee of \$50 per sign, payable to the City of Franklin. Note: if the Sign Plan Review requires Plan Commission, Community Development Authority, or Economic Development Commission approval, please fill out separate "Plan Commission Application".
- Permit Fee per Sign.** In addition, the applicant shall pay a permit fee per sign based on the following schedule which is determined by the sign face size for each sign:
 - 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
 - Mobile or 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
- Maximum Allowable Sign Area.** The applicant shall submit completed calculations using both calculation methods below:

Calculation of Gross Allowable Sign Area. If the 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 to the same street side used.

 - a. Property Frontage Method: Property Frontage (in feet) x 0.8 = Gross Sign Area
 - b. Building Frontage Method: Building Frontage (in feet) x 1.5 = Gross Sign Area

The Maximum Allowable Sign Area is the larger of the two calculations.
- 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.
- Mobile 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. Lights for such signs shall be continuously illuminated and flashing or chasing lights are not permitted. Lights shall not be red, amber or green in color. Wiring used for such signs shall comply with Franklin Electrical Code, subject to Electrical Permit issuance.
- Sign Drawings.** Applicants shall provide color renderings or color photographs depicting the sign face and showing dimensions of each sign.

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