



Sign Application

Village of Grafton Planning and Development Department
 860 Badger Circle, Grafton, WI 53024
 p (262) 375-5303 f (262) 375-5312
jwolff@village.grafton.wi.us

SIGN REQUIREMENTS

Date of Application: _____

1. All applications must be accompanied by two sets of color drawings to scale with all dimensions.
 2. All applications for free standing signs to be accompanied by a plat of survey showing exact placement of sign including distances to lot lines and vision triangle.
 3. A separate electrical permit shall be obtained for all illuminated signs as required by the Electrical Code of the Village of Grafton.
- No application will be accepted without the submittal of a completed application, required plans, and appropriate fees.**

Business name

Business address (sign location)

Owner's name

Sign contractor

Owner's mailing address

Contractor's address

City, State, Zip

City, State, Zip

Owner's e-mail address

Contractor's e-mail address

Property owner's signature*

Applicant's signature

*Alternatively, send e-mail approving proposed signage to jwolff@village.grafton.wi.us.

SIGN REVIEW FEE SCHEDULE

# OF EACH	SIGN TYPE	FEE (PER SIGN)	REVISION FEE
	Master Project Sign Plan	\$500	\$250
	Wall, Ground, Projecting OR Awning/Canopy	\$150/sign	\$50
	Tenant (space on Master Project Sign), Window, A-frame	\$75	\$25
	Re-face of Existing Sign	\$75	\$25
	Sign Variance	\$500	\$150
	Plan Commission Review	\$200	\$150

SIGN TYPE

- | | | |
|--------------------------------|---------------------|-------------------------|
| ___ Ground sign | ___ Wall sign | ___ Sandwich board sign |
| ___ Master sign program | ___ Projecting sign | ___ Door/window sign |
| ___ Tenant sign on master sign | ___ Canopy sign | ___ Directional sign |

DIRECTION SIGN FACES

- ___ North ___ South ___ East ___ West

SIGN AND SITE DETAILS

The following information is required for each sign:

Sign height (overall) _____ Sign width (overall) _____

Height of sign base _____ Total sign area _____

Sign material(s) _____

Sign color(s) _____

Distance between bottom of sign and sidewalk for projecting signs _____

Lot width _____ Store front width _____

Illuminated? If yes, describe light source _____

Lighting contractor name and location _____

VILLAGE OF GRAFTON SIGN PLAN REQUIREMENTS

The following information must be included on any application for Sign Plan Review:

1. Name, address and phone number of applicant, property owner and sign company hired to prepare and install the signage.
2. The address of the site where sign will be located.
3. Current photos of each façade of the building upon which a sign is proposed that shows 1) all existing signage that will remain, 2) proposed signage indicating dimensions of the sign and dimensions of façade.
4. Dimensioned site plan indicating exact location of all structures and all proposed signage and indicating A) distances from each proposed and existing sign to lot lines and rights-of-way, B) linear distance from the ultimate right-of-way to the front façade of the building for which a wall sign is proposed.
5. Current photos and/or a colored, scaled sketch of the proposed signage labeling dimensions and area of sign including lettering dimensions, colors, types of materials, method of illumination and height and dimensions of the base, pole or mounting bracket.
6. A summary, in list form, of all existing signs that will remain on the site (including dimensions) is also required.
7. Color samples clearly indicating all sign colors. Material samples may be required for unique materials.
8. For **Wall Signs**, building elevations or a photograph of the entire façade on which the proposed sign will be located, including a dimensioned shape showing where the sign will be placed.
9. For **Ground Mounted Signs**, a scaled dimensioned site plan, plot plan, or recent property survey showing the proposed sign location in relation to driveways, parking areas, sidewalks, property lines, streets and other signs on within 20 feet of the subject property.
10. For **Projecting Signs**, building elevations or a photograph of the façade on which the proposed sign will be located, including a dimensioned shape of the sign and showing where the sign will be placed. Also include dimensioned graphic of sign arm, indicating the total distance from the building façade that the sign will be hung.
11. For **Sandwich Board Signs**, a dimensioned graphic of both faces of the sign with colors shown. Include a dimensioned site plan or survey indicating exactly where sandwich board will be placed to ensure that it will be out of the right-of-way.
12. For **Tenant Signs**, a dimensioned, colored graphic of the sign face(s) that will be inserted into the main project sign.