



104 E. Main St.
P.O. Box 202
Durand WI 54736

City of Durand Sign Permit Application

Instructions: Complete and sign this application.

Fee: \$10.00

Type of Permit Requested (check all that apply): Construction: Electrical:

Owner's Name: _____

Address: _____ Phone #: _____

Contractor's Name: _____

Telephone #: _____ Contractors Lic/Cert #: _____

Contractor's Name: _____

Telephone #: _____ Contractors Lic/Cert #: _____

Start Date: _____ Completion Date: _____

Estimated Cost of Project: _____ Size of Sign: _____

Setback from Lot Lines: Front: _____ Left: _____ Right: _____ Back: _____

Please submit a SITE DIAGRAM along with this application showing the size and height of the sign, the square footage of each face of the sign, and distance to the lot lines. In addition, please show the distances to driveway entrances and street intersections to verify vision clearance.

The applicant agrees to comply with the following:

- Zoning, Building, and all Municipal codes of the City.
- All conditions of the permit.

The applicant also understands that the issuance of the building permit creates no legal liability, expressed or implied, on the Municipality and certifies that all the above information is correct.

Signature: _____ Date: _____

Approval conditions (to be filled out by Building Inspector):

Office Use Only: Date Filed: _____ Approved By: _____

8.3.7 Signs

A. Permitted Locations of Signs. Types of signs permitted in various zoning districts:

<u>Zoning District</u>	<u>Types of Signs Permitted</u>
R1, R2, R3	2, 3, 6, 7
A1	1, 2, 3, 6, 7
B1, B2	1, 2, 3, 4, 5, 6, 7
I1, I2	1, 2, 3, 4, 5, 6, 7
FW	None

B. Types of Signs:

Type 1 – Director signs advertising a business or activity conducted, an area of interest, or a service available, at a specific location. Such signs shall not be more than forty (40) square feet in gross area. There shall be not more than two (2) such signs relating to any one such use in the approaching direction along any one highway. No such sign shall be more than ten (10) miles away from the location to which it relates. Such signs may be placed at the right of way line of the highway. A larger number of signs may be permitted by the Board of Appeals if the Board shall find it necessary for directing the traveling public. Permit is required.

Type 2 – Signs advertising a customary home occupation or professional office. Such signs shall not exceed one (1) square foot or two (2) square feet if attached to a home, in gross area and if illuminated shall be indirectly lighted. No permit is required.

Type 3 – Signs advertising the sale, rent, or lease of the property on which the sign is placed. Such sign shall not exceed eight (8) square feet in gross area and may be placed at the right of way line of the highway. No permit is required.

Type 4 – Signs advertising a general brand or product; an area of interest; a business conducted; or a service available. Such signs shall not be more than three hundred (300) square feet in gross area and erected outside a line parallel to the sixty (60) feet from the highway right of way line. Permit is required.

Type 5 – Signs attached to commercial and industrial buildings advertising a business conducted or a service available subject to the following regulations. The maximum size of a sign shall be as follows:

Front, side and rear walls – 15 feet high.

Type 6 – On premise sign advertising a public or semi-public use. Such signs shall not exceed forty (40) square feet in gross area. There shall be no more than one (1) sign for each highway upon which the property faces. Such signs may be placed at the right of way line of the highway. Permit is required.

Type 7 – Recreational directory signs indicating the direction to a cottage, resort, residence or similar use. Such signs shall not be more than four (4) square feet

in gross area. Where common posting standard is provided all such signs shall be attached to the standard. Recreational directory signs may be placed at the right of way line of the highway. Permit is required.

C. Prohibited Characteristics of Signs.

1. No sign shall be so placed as to interfere with the visibility or effectiveness of any official traffic sign or signal, or with driver vision at any access point or intersection.
2. No sign shall contain, include or be illuminated by flashing light.
3. No sign shall contain, include or be composed of any conspicuous animated part.

D. Existing Signs.

Any sign, which becomes a nonconforming sign at the effective date of this ordinance or which becomes a nonconforming sign at any future date, may be continued provided that no increase in size, illumination or flashing of such sign shall be made and further provided the following: Any sign, including structures and all supporting members, shall be discontinued and removed not more than five (5) years after the date that such sign becomes a nonconforming sign, unless such nonconforming sign shall be made to conform to all of the regulations of the district in which it is located.

E. Maximum Projections:

A sign may overhang the public right of way, but no street pavement, up to $\frac{2}{3}$ the width of the sidewalk. In any event a sign shall not extend more than six (6) feet beyond the building. Any projecting sign shall be at least twelve (12) feet above ground level.

F. Permit:

Except as otherwise herein provided, no person shall erect any sign without first obtaining a permit therefore from the building inspector.

1. Application for permit: Application for the permit shall be made in writing, in duplicate, upon forms prescribed and provided by the building inspector, to the building inspector, and shall contain the following information:
 - a. Name, address and telephone number of applicant.
 - b. Location of building, structure, or land to which or upon which the sign is to be erected.
 - c. A sketch, drawing or blueprint showing a description of the construction details of the sign and showing the lettering and/or pictorial matter composing the sign; position of lighting or other extraneous devices; a location plan showing the position of the sign on any building or land, and its position in

relation to nearby buildings or structures and to any private or public street or highway.

- d. Written consent of the owner of the building, structure or land to which or on which the sign is to be erected, in the event the applicant is not the owner thereof.
- e. A copy of any required necessary electrical permit issued for said sign or a copy of the application thereof.

A fee of \$10.00 will be required for each permit.

2. Issuance of Permit:

It shall be the duty of the building inspector, upon the filing of an application for a permit to erect a sign, to examine such plans, specifications and other data submitted to him with the application, and if necessary, the building or premises upon which it is proposed to erect the sign or other advertising structure. If it shall appear that the proposed sign is in compliance with all the requirements of this local law and other laws and ordinances of Durand, he shall then, within 10 days, issue a permit for the erection of the proposed sign. If the sign authorized under any such permit has not been completed within six (6) months from the date of the issuance of such permit, the permit shall become null and void, but may be renewed, within thirty (30) days from the expiration thereof. Every sign shall bear the permit number and name of the permit holder and/or the owner of the land upon which the sign is erected, prominently and permanently affixed on the face thereof. Failure to so affix the permit number and necessary names shall constitute cause for revocation of the permit by the building inspector in addition to any other penalties or remedies provided in this local law.

3. Revocation of Permit:

No sign, whether new or existing, shall hereafter be erected or altered, except in conformity with the provisions of the local law. However, notwithstanding any provisions contained herein, the sign must be kept clean, neatly painted and free from all hazards such as, but not limited to, faulty wiring, loose fastenings, and must be maintained at all times in such a safe condition so as not to be detrimental to the public health or safety.

In the event of a violation of any of the foregoing provisions, the building inspector shall give written or personal notice, specifying the violation, to the named owner of the sign and the named owner of the land upon which the sign is erected, sent to the addresses as stated in the application for the sign permit, to conform or remove such sign. The sign shall thereupon be conformed by the owner of the sign and the owner of the land within 30 days from the date of said notice. In the event such sign shall not be so conformed within thirty (30) days, the building inspector shall thereupon revoke the permit, and such sign shall be removed by the named owner of the sign (and/or) the named owner of the land.

G.



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