



# City of Madison Application for Non-Ground Sign Permit

**INCOMPLETE OR INACCURATE SUBMITTALS MAY RESULT IN DELAYS TO THE APPROVAL PROCESS**

Please check one:

- NEW SIGN  
 CHANGE OF COPY  
 (Requires Existing Tag # \_\_\_\_\_)

**Return To:**  
 City of Madison Zoning  
 215 Martin Luther King, Jr. Blvd.  
 P.O. Box 2984  
 Madison, WI 53701-2984

APPLICATION DATE: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

(OFFICE USE ONLY)

Date Received: \_\_\_\_\_

SPECIAL CONDITIONS:

UDC District       RPSM/RDC  
 Historic/Landmark       PUD/PCD

IF CHANGE OF USE, NEW C.O.# \_\_\_\_\_

---

Date Given to UDC: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

---

Zoning Approval/Date: \_\_\_\_\_

Tag # \_\_\_\_\_ Permit # \_\_\_\_\_

ADDRESS OF SIGN LOCATION: \_\_\_\_\_

SIGN ERECTOR'S NAME, ADDRESS & E-MAIL:	SIGN OWNER'S NAME, ADDRESS, ZIP CODE & PHONE #:

CONTACT PERSON & PHONE #	PROPOSED INSTALLATION DATE (MM/DD/YYYY):

PROPOSED PROPERTY USE:	EXISTING PROPERTY USE:

TYPE OF SIGN (Check all that apply): <input type="checkbox"/> Above roof <input type="checkbox"/> Awning <input type="checkbox"/> Banner (wall only) <input type="checkbox"/> Business opening (30 days) <input type="checkbox"/> Projecting <input type="checkbox"/> Roof <input type="checkbox"/> Wall <input type="checkbox"/> Illuminated <input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> Non-Illuminated <input type="checkbox"/> Electronic Message Center <input type="checkbox"/> Time & Temperature <input type="checkbox"/> Other	Submit one set of full-color plans including, but not limited to, the following information: <input type="checkbox"/> A full-color photograph/graphical representation of the proposed sign(s) at the desired location(s)  Design Sheet(s): <input type="checkbox"/> Net Area Calculation <input type="checkbox"/> Gross Area Calculation <input type="checkbox"/> Overall height & clearance to grade <input type="checkbox"/> Color(s) names & specification number(s) <input type="checkbox"/> Illustration of Net Area Measurement per MGO 31  <input type="checkbox"/> Method of illumination (LED, fluorescent, etc.) & control mechanism (rheostat). <input type="checkbox"/> Illumination compliance statement <input type="checkbox"/> Construction material information <input type="checkbox"/> Wind loading compliance statement <input type="checkbox"/> Daytime & nighttime views Lighting fixture product cut sheet for externally illuminated signs
---	---

DESCRIPTION OF TEXT AND/OR GRAPHICS OF SIGN: \_\_\_\_\_

DIMENSION & TOTAL SQUARE FOOTAGE OF SIGNABLE AREA	BUILDING WIDTH	TOTAL SQUARE FEET

SIGN DIMENSIONS (square feet)	Notes: