

Owner's Name	Address	Telephone
Tenant's Name	Address	Telephone
Contractor's Name	Address	Telephone
Project Location	Sign Cost (\$)	Zoning District
1) DIMENSIONS OF SIGN Width _____ x Height _____ = Area _____ SF		
2) ELEVATION _____ North _____ South _____ East _____ West	3) ILLUMINATION _____ Internal _____ External	4) FACES _____ No. of Faces
5) TYPE OF SIGN _____ Ground Sign _____ Wall Sign _____ Window Sign _____ Awning / Canopy _____ Face Change _____ Projecting Sign / Awning / Canopy _____ Temporary _____ Animated (Fixed) _____ Animated (Moveable)		
5-A) ANIMATED SIGNS - ATTACHED TO NON-ANIMATED Non-Animated W _____ x H _____ = _____ SF (_____ %) Animated W _____ x H _____ = _____ SF (_____ %)	5-B) ANIMATED SIGNS - STAND ALONE Animated W _____ x H _____ = _____ SF	
NOTE: Animated signs are limited to the lesser of 30% of the signs total allowed sign face or 30 square feet maximum.		
5-C) GROUND SIGNS _____ Clearance between bottom of the sign and the ground _____ Overall sign height _____ Setback from street Right of Way _____ Setback from edge of nearest driveway		
5-D) PROJECTING SIGNS _____ Distance between bottom of the sign and the grade at the Right of Way _____ Projection from building		
6) EXISTING SIGNAGE – List the size and type of ALL signs currently on the parcel. _____ Width x _____ Height = _____ Area SF _____ Type _____ Width x _____ Height = _____ Area SF _____ Type _____ Width x _____ Height = _____ Area SF _____ Type		
ANIMATED SIGNS. Fixed animated signs shall require a special permit by the Plan Commission. Moveable animated signs shall require a special administrative review permit by the Dir. of Building Inspection & Dir. of Engineering. See attached.	B-4 ZONING / EIGHTH STREET HISTORIC DISTRICT. Shall require a Certificate of Appropriateness issued by the Community Development Authority (See 15.29(8) & 15.65 or contact the Planning Department at (920) 686-6930).	
BILLBOARDS. Shall require Plan Commission approval. See 15.45(14)(g) or contact the Planning Dept. (920) 686-6930.	PROJECTING SIGNS / CANOPIES / AWNINGS. Shall require an annual permit fee if projecting into the City ROW.	
7) ATTACHMENTS _____ Site Plan. Dimensioned and indicating sign location and setbacks of the proposed sign or device. _____ Graphic rendering or drawing of the proposed sign or device indicating sign elevation (North, South, East, West). _____ Certificate of Liability Insurance (sign contractor, unless current copy is on file). _____ Approved Certificate of Appropriateness (signs located in B-4 & Eighth Street Historical District). _____ Animated signs (please refer to attached handout for required attachments).		
ANIMATED (FIXED SIGN) Special Permit \$125 # _____ BBAP _____ Plan Commission # PC _____ _____ Approved (By) _____ Denied (By) _____ _____ Compliance conditions and/or waivers attached. Sign Permit BBSE _____ Min. \$35.00 / .35 SF \$ _____	ANIMATED (MOVEABLE SIGN) Admin. Rev. \$70.00 # _____ BBAP _____ Director Building Inspection _____ Approved (By) _____ Denied (By) _____ Director of Engineering _____ Approved _____ Denied _____ Annual Fee \$ 195.00 BBSE _____	ALL OTHER SIGNS _____ Approved _____ Denied _____ _____ No permit Required _____ Sign Permit BBSN _____ Min. fee \$35.00 / .35 SF \$ _____ _____ Annual fee required for projection into City Right of Way

Animated Signs – City of Manitowoc

Fees for Fixed and Movable Animated Signs. Fees required for both fixed and movable animated signs shall be established by resolution of the Common Council. All animated signs shall require the issuance, by the Director of Building Inspection, of a separate sign and electrical permit, even if the animated sign is attached to another sign or sign structure.

Fixed Animated Sign. A one (1) time fee shall be delivered to the Building Inspection Department upon the filing of a request for a special permit pursuant to Section 15.45(18)(e). Issuance of sign and electrical permits by the Director of Building Inspection for a fixed animated sign, shall first require the approval and issuance of a special permit by the City Plan Commission pursuant to Section 15.45(18)(e).

Special Permit Application and Approval Process for a Fixed Animated Sign.

A fixed animated sign shall not be installed or made operational in the City until so authorized pursuant to the terms and condition of a special permit by the City Plan Commission.

An application for a special permit shall be filed either with the City Planning or Building Inspection Departments, which shall include the following attachments:

- Scaled site plan identifying the location of the proposed sign and sign structure at a property in addition to the location of the following within a radius not less than 100 feet from the proposed sign: property lines, Right-of-way lines, traffic signal lights, driveway entrances and exits, distance to existing signage on the site, and distance from residential land uses;
- Scaled drawing of the sign structure;
- Model and serial numbers of the sign structure;
- Lamp wattage and luminance levels in Nits, footcandles or equivalent measurement acceptable to the Director of Building Inspection;
- Specifications regarding construction, height, placement, color technology, light source/illumination and changeable copy (text and graphics) systems; and
- Total signage calculation for the property including the proposed animated sign.
- Landscaping plan for the fixed animated sign base as required by 15.45(14)(g)3.f.9-11.

If an animated sign is to be replaced, enlarged or relocated at the same property, it shall require the review and approval by the Director of Building Inspection and City Engineer.

The City Plan Commission may attach conditions to a special permit granted hereunder in order to assure that the requested use will remain in conformity with the purposes of this Section, as well as to assure compliance with regulations of the particular zoning district within which the animated sign would be located. Compliance conditions may include, but shall not be limited to matters of assignability, restrictions upon hours of operation, authorization for the Director of Building Inspection and City Engineer to check sign settings when deemed necessary, revocation and termination, and other conditions deemed applicable by the City Plan Commission.

To secure information upon which to base its determination, the City Plan Commission may require the applicant to furnish information other than that which is specified herein to determine if the proposed use is consistent with the purpose of this ordinance.

Where a special permit is approved, an appropriate record shall be made by the Director of Building Inspection and City Engineer of the land use and structures permitted. A copy of each special permit shall be mailed to the parties in interest.

All special permits issued under this section shall be reviewed by the Plan Commission in June of each calendar year. Non-compliance with the terms of the special permit may result in the modification of the terms and conditions of the special permit, issuance of citations and financial penalties, or immediate revocation of the special permit.

If the circumstances warrant, when the conditions of a special permit under this section are not complied with and a public safety issue is created as a result thereof, the permit may be revoked by the Director of Building Inspection at any time. The City Plan Commission shall first hold a public informational hearing on the proposed revocation, subject to notice procedures under Section 15.37(27)(b). The City Plan Commission, after holding a public informational hearing, shall provide its written recommendation to the Common Council with its determination regarding whether or not the permit holder has, or has not, complied with the provisions of this chapter. The Common Council may, at its sole discretion, hold a public hearing regarding the proposed revocation, after which the Common Council may affirm the action of the City Plan Commission, or take whatever action it deems appropriate. All publication and costs associated with this appeals shall be borne exclusively by the petitioner.

Movable Animated Sign.

A one (1) time fee shall be delivered to the Director of Building Inspection upon the filing of a request for an administrative review and permit of a movable animated sign pursuant to Section 15.45(18)(f).

An annual sign permit, payable in January of each calendar year, shall be required for each movable animated sign, and shall be paid by the owner of the sign in full prior to issuance of an annual sign permit.

Lessees of a movable animated sign or their representatives shall not be required to pay the annual sign permit fee under (B) to the Director of Building Inspection for a administrative permit authorizing an animated movable sign on lessee's property.

Administrative Permit for a Movable Animated Sign.

A movable animated sign must meet all applicable requirements under Section 15.45, and shall only be permitted when in compliance with all of the following standards:

The Director of Building Inspection and the City Engineer shall review, approve or deny the site location of a movable animated sign, based upon the sign owner or lessee's submittal of information deemed necessary and acceptable by the City representatives identified herein, including, but not limited to the following:

Scaled site plan identifying the location of the proposed sign and sign structure at a property in addition to the location of the following within a radius not less than 100 feet from the proposed sign: property lines, right-of-way lines, traffic signal lights, driveway entrances and exits, distance to existing signage on the site, and distance from residential land uses;

- Scaled drawing of the sign structure;
- Model and serial numbers of the sign structure;
- Lamp wattage and luminance levels in Nits, footcandles or equivalent measurement;
- Specifications regarding construction, height, placement, color technology, light source/illumination and changeable copy (text and graphics) systems;
- Identification of sign owner (lessor) and renter (lessee);
- Total signage calculation for property including the proposed animated sign; and
- Beginning and ending dates for which sign will be used and on-site at the property.

If the circumstances warrant, when the conditions of a permit for a movable animated sign under this section are not complied with and a public safety issue is created as a result thereof, the permit may be revoked by the Director of Building Inspection at any time. The City Plan Commission shall first hold a public informational hearing on the proposed revocation, subject to notice procedures under Section 15.37(27)(b). The City Plan Commission, after holding a public informational hearing, shall provide its written recommendation to the Common Council with its determination regarding whether or not the permit holder has, or has not, complied with the provisions of this chapter. The Common Council may, at its sole discretion, hold a public hearing regarding the proposed revocation, after which the Common Council may affirm the action of the City Plan Commission, or take whatever action it deems appropriate. All publication and costs associated with this appeals shall be borne exclusively by the petitioner.

This handout is intended to provide a simplified view of code provisions for animated signs. Please visit our website at www.manitowoc.org to view Municipal Sign Ordinance Chapter 15.45 in its entirety.