



City of Manitowoc

Sign Permit Application v. 05/17/2022

Building Inspection | Division of Life Safety
900 Quay Street | Manitowoc, WI 54220

Phone: (920) 686-6940
Email: buildinginspection@manitowoc.org

Governing regulations: Chapter 31 of the Municipal Code. <https://www.codepublishing.com/WI/Manitowoc/>
Please access the following website which includes an interactive map: <https://manitowoc.zoninghub.com/highlights/Signs.aspx>

General overview: The City is divided into 14 different sign districts, each of which describes different types of signs that are allowed. Supplemental signage is allowed in all of the sign districts and can be used for all types of messages (e.g., political messages, for sale, for rent). A sign permit is needed for all types of signs except supplemental signage that is not permanent.

Application fee: Permit Fee \$50.00 Per Sign. Fees must be paid upon issuance of the sign permit.

Questions: Don't hesitate to contact the Building Inspection Department if you have any questions about what is allowed and how to complete this application form.

Owner's Name	Address	Telephone
Tenant's Name	Address	Telephone
Contractor's Name	Address	Telephone
Project Location	Parcel Number	Project Cost (\$)
SIGN DISTRICT (check one)		
<input type="checkbox"/> SD-01 I-43 Technology & Enterprise Campus	<input type="checkbox"/> SD-05 Memorial Drive Corridor	<input type="checkbox"/> SD-10 General Residential
<input type="checkbox"/> SD-02 Calumet Avenue Corridor	<input type="checkbox"/> SD-06 Neighborhood Commercial	<input type="checkbox"/> SD-11 Public Park & Open Space
<input type="checkbox"/> SD-03 Washington Street Corridor	<input type="checkbox"/> SD-07 Institutional	<input type="checkbox"/> SD-12 Harbor Town Center PUD
<input type="checkbox"/> SD-04 Downtown Core	<input type="checkbox"/> SD-08 General Industrial	<input type="checkbox"/> SD-13 Meijer PUD
	<input type="checkbox"/> SD-09 Multi-Family Residential	<input type="checkbox"/> SD-14 Cinema Square PUD
SIGNS BY LOCATION		Sign Area (Square Feet)
Type (check all that apply)	Permissible Locations (Sign Districts)	Existing Proposed Total
<input type="checkbox"/> Awning sign	01, 02, 03, 04, 05, 06, 07, 12, 13	_____
<input type="checkbox"/> Marquee sign	03, 04	_____
<input type="checkbox"/> Monument sign	01, 02, 03, 05, 06, 07, 08, 09, 11, 12, 13, 14	_____
<input type="checkbox"/> Projecting sign	02, 03, 04, 05, 06, 12	_____
<input type="checkbox"/> Pylon sign	02, 03, 08, 14	_____
<input type="checkbox"/> Sidewalk sign	03, 04	_____
<input type="checkbox"/> Suspended sign	02, 03, 04, 05, 06, 12	_____
<input type="checkbox"/> Wall sign	01, 02, 03, 04, 05, 06, 07, 08, 09, 11, 12, 14	_____
<input type="checkbox"/> Window sign	02, 03, 04, 06, 12, 13	_____
<input type="checkbox"/> Non-permanent supplemental signage	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14	_____
<input type="checkbox"/> Permanent supplemental signage	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14	_____

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<p>SIGN TYPES BY USE (per section 31.620) (check any that appl)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Restaurant drive-through</td> <td style="width: 33%;"><input type="checkbox"/> Multi-tenant commercial building with single entrance</td> <td style="width: 33%;"><input type="checkbox"/> Subdivision identification</td> </tr> <tr> <td><input type="checkbox"/> Restaurant drive-in service</td> <td><input type="checkbox"/> Movie theater</td> <td><input type="checkbox"/> Business park identification</td> </tr> <tr> <td><input type="checkbox"/> Fuel station</td> <td></td> <td></td> </tr> </table>		<input type="checkbox"/> Restaurant drive-through	<input type="checkbox"/> Multi-tenant commercial building with single entrance	<input type="checkbox"/> Subdivision identification	<input type="checkbox"/> Restaurant drive-in service	<input type="checkbox"/> Movie theater	<input type="checkbox"/> Business park identification	<input type="checkbox"/> Fuel station		
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<p>DOWNTOWN DESIGN REVIEW AREA (as depicted on the sign districts map)</p> <p><input type="checkbox"/> Yes (The sign is subject to the review procedure described in Section 15.790(1) of the zoning code.)</p> <p><input type="checkbox"/> No</p>										
<p>ILLUMINATION</p> <p><input type="checkbox"/> Internal</p> <p><input type="checkbox"/> External</p> <p><input type="checkbox"/> None</p>	<p>ELECTRICAL CONTRACTOR – WI STATE MASTER</p> <p>Name: _____ License #: _____</p> <p>Phone: _____</p>									
<p>ELECTRONIC MESSAGE DISPLAY (EMD) WITH MONUMENT SIGN</p> <p>(1) _____ Sign area (square feet)</p> <p>(2) _____ Electronic message display area (square feet)</p> <p>_____ Percent ((2 ÷ 1) x 100) (50% is the maximum amount that is allowed)</p>										
<p>ATTACHMENTS</p> <p><input type="checkbox"/> Site plan with (1) sign location, (2) dimensioned setbacks as appropriate, and (3) vision clearance area</p> <p><input type="checkbox"/> Scaled drawing of the proposed sign indicating sign elevation</p> <p><input type="checkbox"/> Specifications for Electronic Message Display (if proposed) including construction, height, placement, color technology, light source/illumination and changeable copy (text and graphics) systems</p> <p><input type="checkbox"/> Approved Certificate of Appropriateness for signs located in the Downtown Design Review Area</p> <p><input type="checkbox"/> Landscaping plan for a monument sign</p> <p><input type="checkbox"/> Hold harmless agreement, or equivalent written approval, from the entity having jurisdiction, for a projecting sign or sidewalk sign located within public property</p>										

APPLICANT CERTIFICATION

- I certify that all of the information in this application, along with any attachments, are true and correct to the best of my knowledge and belief.
- I understand that this application and any written materials relating to this application will become a permanent public record and that by submitting this application I acknowledge that I have no right to confidentiality. Any person has the right to obtain copies of such written materials or view it online.
- I understand that the Building Inspector will review this application to determine if it contains all of the required information within 10 business days of submittal. If he or she determines that the application is incomplete, the Inspector shall notify the applicant. Incomplete applications will not be considered.

Property Owner Signature(s):

Date:

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Application Number: _____

Decision: Approved/ Denied

Building Inspector: _____ Date: _____

Terms and Conditions of Approval The terms and conditions indicated below apply to this approval.

Expiration This approval expires without any further action if the approved work does not commence within 4 months or is not completed within 18 months of date of this approval. The Building Inspector is authorized to grant a one-time extension of up to 12 months provided the owner submits the extension request in writing and noting the reason an extension is desired before the above-mentioned time periods and the project still complies with all applicable sign requirements.

Strict compliance All work performed, improvements constructed, and use of the property shall be according to the submitted application materials, the City of Manitowoc Municipal Code, and all other applicable ordinances, regulations, and permits.

Private covenants The property owner is solely responsible to ensure the proposed project complies with any private restrictions (e.g., subdivision covenants) that may apply to the subject property.

Electrical permit is required The building inspector must approve issuing an electrical permit..

Certification of location by surveyor A surveyor must certify the location of the sign (ground sign only).

Certification of location by owner The property owner must provide a sight line for the property boundary line to ensure the ground sign complies with offset requirements or provide a survey by a surveyor.

Certificate of Appropriateness This approval is subject to a Certificate of Appropriateness granted on _____.

Other

Nonconforming signs on subject property The following signs on the property, if any, are nonconforming and are subject to the requirements set forth in Section 31.870 of the sign code.

