Dept. of Community Development
City of West Bend
1115 S. Main St.
West Bend, WI 53095

TEMPORARY SIGN PERMIT APPLICATION

- Temporary signs are banners, emblems, or any other temporary advertising device intended to identify, convey information, or direct attention to a product, service, place, activity, or business.
- Temporary signs must conform to Section 17.48(3)(n) of the Zoning Code and can be permitted not more than 2 times per year for a total of not more than 6 weeks per year on any parcel of land.
- A temporary sign shall also conform to the general requirements of Section 17.48 of the Zoning Code.
- Temporary signs are regulated as to size, composition (material and color), location, and duration.
- Prohibited signs include animated signs, flashing/blinking signs, swinging/moving signs, portable trailer signs, inflatables, billboards, signs which are painted on or attached to rocks, trees, or other living vegetation, and any signs not specifically permitted by Section 17.48 of the Zoning Code.
- Off-premise signs are prohibited unless they conform to Section 17.48(6) of the Zoning Code.

In order for a temporary sign to be classified as a legal sign, this permit application is required to be completed and submitted by the applicant, and approved by the City Zoning Administrator PRIOR to the installation of the sign. No permit fees are required. Any temporary sign installed without a permit approval is a violation of the City's Municipal Code.

For more information, or a complete copy of the sign code, contact the Department of Community Development at (262) 335-5140 or see Sections 17.47(4)(d) and 17.48 of the City's Municipal Code for sign requirements on the City's website at www.ci.west-bend.wi.us.

Property Owner or Tenant *(Please Type or Print)*

Name:_____

Address:_____

Phone:_____Cell #: _____

Fax: _____

Property Description *(Please Type or Print)*

Business Name:_____

Address:_____

Zoning District(s): _____

GENERAL SIGN INFORMATION

Date of Installation: _____ Date of Removal: _____

Frequency: ☐ 1st Occurrence ☐ 2nd Occurrence

Area of sign: width _____ X height _____ = _____ sq. ft.

The sign will be attached to: ☐ Ground Sign ☐ Wall Sign ☐ Projecting Sign

Describe the temporary sign location and how it is to be attached: _____

_____

_____ _____

SIGNATURE OF APPLICANT **DATE**

For Office Use Only

☐ Approved _____ _____
Date Zoning Administrator

Conditions of Approval: _____

☐ Denied _____ Reason Denied _____
Date