

# City of Lodi Sign Permit Application

◆ 130 South Main Street, Lodi, WI 53555 ◆ Phone (608) 592-3247 ◆ Fax (608) 592-3271 ◆ [www.cityoflodi.us](http://www.cityoflodi.us) ◆

All sign alterations and new permanent outdoor signs require a permit unless specifically exempted under the City's Sign Code Chapter 278, refer to Tables 278-15A through 278-15D. Permits are issued by the Zoning Administrator within 10 working days of submittal of a completed application, unless a conditional use permit or Plan Commission approval is required. Where a sign permit is not required from the Zoning Administrator under Tables 278-15A through 278-15D all signs are still required to conform to the regulations of Chapter 278. In order for your application to be considered this **completed** form must be submitted with the application fee of \$75, a diagram for the sign(s) that notes dimensions and colors, permission from the building/property owner to display the sign(s), and a diagram of where the sign(s) will be placed on the site and/or building. Note there is no fee for a mural; however, a complete application must still be submitted and approved by the City. The official review process will not begin until an application is determined to be complete and the appropriate fee is paid to the City Clerk. Applicants may contact the Zoning Administrator prior to submitting an official application to discuss the City's sign regulations or to submit conceptual plans for discussion. If you have any questions about sign permit requirements, please contact Steve Tremlett, Zoning Administrator, at (608) 242-6621 or [stremlett@msa-ps.com](mailto:stremlett@msa-ps.com). Refer to the City's Sign Code, Chapter 278, for additional details regarding sign regulations within the City.

<b>Owner Name(s):</b>		
<b>Applicant Name (if different than above):</b>		
<b>Project Address:</b>		<b>Parcel #:</b>
<b>Applicant Address (if different than above):</b>		
<b>Applicant Phone:</b>		<b>Applicant Email:</b>
<b>Zoning:</b>	<b>Lineal Feet of Building Frontage:</b>	<b>Project Cost:</b>
<b>Proposed Sign #1 Sq. Ft.:</b>	<b>Type of Sign:</b>	<b>Lighted? (Y or N):</b>
<b>Proposed Sign #2 Sq. Ft.:</b>	<b>Type of Sign:</b>	<b>Lighted? (Y or N):</b>
<b>Proposed Sign #3 Sq. Ft.:</b>	<b>Type of Sign:</b>	<b>Lighted? (Y or N):</b>
<i>Note: If there are further signs, attach a list of the sign type and square footage to the application.</i>		
<b>A. Total Square Footage of all Proposed New Permanent Exterior Signage from above:</b>		
<b>B. Total Square Footage of all other Existing Permanent Exterior Signage to remain:</b>		
<b>C. Total Square Footage of all Permanent Exterior Signage on the Property after Project Completion (A+B)</b>		
<b>Submittal Checklist: (one hard copy &amp; one digital copy)</b>	<b>Diagram of signs w/ dimensions and colors? (Y or N)</b>	<b>Diagram of where the signs will be placed on the site and/or building? (Y or N)</b>

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>For Staff Use Only</b>		
<b>Application Filed with City Clerk:</b>	<b>Date:</b>	<b>Fee Paid?</b>
<b>Application Approved by Zoning Administrator:</b>	<b>Date:</b>	