

City of Hayward

15889 W. Third Street, P.O. Box 969, Hayward, WI 54843
Telephone (715) 634-4612 Fax (715) 634-5868

APPLICATION FOR SIGN PERMIT

Date _____

Permit No. _____

Signs **shall not be erected** until all required permits have been issued.
This permit shall remain with the business.

Business Name _____

Contact Person _____

Street Address _____

Mailing Address _____

City, State, Zip _____

City, State, Zip _____

Phone Number _____

Tax Parcel No _____

Type of Sign

- Wall (on-premise no limit) (off-premise 12 sf.)
- Home Occupation (12 sf)
- Roof (32 sf)
- Canopy (4 sf)
- Info/Directional (6 sf)
- Sandwich Board (6 sf)
- Electronic
- Directional Arrow
- Other: _____

- Free Standing
 - 1-5 businesses (50sf.)
 - 6-10 businesses (100 sf.)
 - over 11 businesses (150 sf.)

Location

- On Premise
- Off Premise*

* A letter from the property owner granting permission to erect the off-premise sign must be submitted with application.

Permit Fees

1-12 sf. = \$25.00
13-50 sf. = \$50.00
51-100 sf. = \$100.00
101sf. and over = \$150.00
After the fact = **\$100** penalty + **fee** for sign

Sign Dimensions: _____

Total Sq Ft: _____

Wording on Sign: _____

Colors on Sign: _____

Location on property where sign will be placed: _____

Is the sign going to be placed over city right of way? (Circle One) **YES** **NO**

*If YES, a **certificate of insurance** must be included with sign application

SITE PLAN

1. A sketch of the proposed sign must be included with this application
2. Site plan showing the location the sign will be placed (in box below)

A sign permit will not be issued if this application is incomplete

Permitted signs not erected after six (6) months will need to re-apply

Signature of Owner or Authorized Agent _____

The above certifies that the listed information and intentions are true and correct, that all work shall be performed in compliance with the requirements of Ordinance #467 of the City of Hayward. The above person hereby gives permission for access to the property for onsite inspection.

PERMIT FOR THE INSTALLATION OF A SIGN

I have reviewed your application for a sign permit and hereby approve issuance of a permit. Permit is hereby issued for the above-described work on condition that the same is done in accordance with the stated application and in compliance with Ordinance.

Authorized Public Works Personnel

Date

Permit #

For Office Use only

Fees Paid

Certification of Insurance Y N

Date received: _____

Written permission letter Y N

Check #: _____