



# PLAN COMMISSION APPLICATION

CITY OF MIDDLETON • 7426 HUBBARD AVE. • MIDDLETON, WI. 53562 • (608) 821-8370 • FAX (608) 827-1080

Plan Commission usually meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month at 7 p.m. in the Council Chambers of Middleton City Hall. The following must be submitted **three weeks** prior to any Plan Commission meeting for staff review and agenda placement. Failure to submit a complete package may result in the return of all items, a resubmittal fee, and a delay of your project.

1. Plan Commission Application & Checklist (this packet).
2. Required (nonrefundable) fee(s) **and deposit (see chart below)**.
3. Ten (10) copies of the submittal package, and an electronic version emailed to [mмосiqin@cityofmiddleton.us](mailto:mмосiqin@cityofmiddleton.us). The plan sets must include streetscape and site landscape plans.
4. One separate copy of the streetscape/landscape plan must be submitted for the City Forester.

**Project Address:** \_\_\_\_\_

Applicant:		
Address:		
Phone:	Fax:	Email:

Owner:		
Address:		
Phone:	Fax:	Email:

**Project Description:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Owner/Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note:** City ordinances are on the City website at <http://www.cityofmiddleton.us/ordinances/ordinances.htm>

Fees (check what applies):	
Certified Survey Map	\$200 + \$25/lot
Concept Review	\$50
Conditional Use Permit	\$300
Design Review	\$200
Design Review Revisions	\$50
Final Plat	\$400 + \$50/lot
Preliminary Plat	\$400 + \$50/acre
Rezoning	\$400-\$2,000**
Sign Design Review	\$50
Sign Variance	\$200
SIP/SIP Modification	\$50-\$400**

Deposit
An Escrow Deposit of \$5,000 is required per Ord. 10.128(2) to cover project review costs by outside consultants when necessary. See attached excerpt from City Ordinances.
Waiver authorized: <input type="checkbox"/> _____ date _____

\* Specific Implementation Plan in Planned Development District  
 \*\* Fee based on cost of project. **For Rezoning:** single lot or project = \$400, larger projects and PDD rezoning requests = \$1,000 for projects up to 50 acres, and \$2,000 for projects over 50 acres. **For SIP Modifications:** projects under \$10,000 = \$50, between \$10,000 and \$50,000 = \$200, and over \$50,000 = \$400.

# CITY OF MIDDLETON SIGN VARIANCE CHECKLIST

Project Name:	Submitted By:
Project Address:	Date Submitted:

The following information must be submitted when a sign variance is being requested. The Plan Commission will set a date for a public hearing by publishing a Class I notice in the official newspaper, and all property owners within 200' of the subject sign will be notified of the hearing. If the variance is approved, the applicant may apply for a Sign Permit.

**Note:** Include on the plan sheets each applicable item listed below with all formal plan submittals. This list is not intended to show all applicable requirements. All boxes should be checked, or marked "N/A" if the item does not apply. Ten (10) copies of the plans must be submitted with this checklist as a single package no later than 4:30 pm, Tuesday, three weeks prior to presentation at Plan Commission.

- \_\_\_ 1. Size and type of signage requested: \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_ 2. Plot plan showing location of sign on property.
- \_\_\_ 3. Landscaping

Public Hearing date as established by the Plan Commission (Class I Notice): \_\_\_\_\_

Date notice mailed to all affected property owners: \_\_\_\_\_

Applicant's statement: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Staff Contacts</b>		
<b>Eileen M. Kelley, AICP</b>	<b>Mark Opitz</b>	<b>Abby Attoun-Tucker</b>
Planning Director/ Zoning Administrator	Assistant Planning Director/ Zoning Administrator	Director of Community Development
(608) 821-8377	(608) 821-8394	(608) 821-8343
Email: ekelley@ci.middleton.wi.us	Email: mopitz@ci.middleton.wi.us	Email: aattoun@ci.middleton.wi.us
Fax: (608) 827-1080	Fax: (608) 827-1080	Fax: (608) 827-1080
<b>Marilyn Mosigin: Office Manager, Public Works Department</b> Phone: (608) 821-8370 / Fax: (608) 827-1080 Email: <a href="mailto:mmosigin@cityofmiddleton.us">mmosigin@cityofmiddleton.us</a>		



# PERMANENT SIGN PERMIT APPLICATION

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PHONE (608) 821-8370 • FAX (608) 827-1080 • WWW.CITYOFMIDDLETON.US

Address of Property: \_\_\_\_\_

Business Name: \_\_\_\_\_

PERMIT #:	/ /
Staff review <input type="checkbox"/>	Plan Cmsn <input type="checkbox"/>
Zoning:	____ / ____ / ____
Permit Fee: _____	Fee Paid: <input type="checkbox"/>
Approved by:	_____
Date:	____ / ____ / ____

	APPLICANT (SIGN OWNER)	CONTRACTOR
Name:		
Address:		
Phone #:	Fax #:	Fax #:
Email:		

### SITE / BUILDING DATA: (Fill out applicable sections)

	GROUND SIGN	ALL OTHER SIGNS
Primary street frontage:	# of Lanes: ____ Speed Limit: ____	Façade length*: _____
Secondary street frontage: (if applicable)	# of Lanes: ____ Speed Limit: ____	Façade length*: _____

\* For the portion occupied by the applicant.

### NEW SIGN DATA:

	TYPE	LOCATION ON BUILDING / SITE	LIGHTING	SQ.FT.
1.				
2.				
3.				
4.				
5.				
6.				
<b>TOTAL:</b>				

<b>Sign Type:</b>
A = Awning/Canopy
B = Banner/Flag
G = Ground
H = Hanging
P = Projecting
W = Wall
Win = Window
O = Other

### CHECKLIST: (See reverse side; Attach sheet(s) as necessary)

- \_\_\_ Inventory of existing signs: Indicate sign type; dimensions; whether the sign will remain in place, be relocated, or be replaced.
- \_\_\_ Description of each new sign (see Application Checklist).
- \_\_\_ For ground signs, submit a landscaping plan around the sign base and a site plan / map (see Checklist).
- \_\_\_ For multi-tenant buildings, verify that each sign adheres to an approved Comprehensive Sign Plan.
- \_\_\_ Permission to display the sign(s) in this location. (A permit will not be issued without demonstration of approval by building owner / landlord / architectural review committee.)
- \_\_\_ Fee payment and, if necessary, Plan Commission application form and fee (see reverse side for more info).

I agree to comply with all applicable codes, statutes and ordinances, and with the conditions of this permit. I understand that the issuance of the permit creates no legal liability, express or implied, on the city. I certify that all the above information is accurate, and that I am authorized by the property owner or lessee to erect the proposed sign(s).

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

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

# City of Middleton Permanent Sign Permit Application Instructions

(Note: A separate permit form exists for Temporary Signs)

Signs must comply with all applicable provisions of the City of Middleton Sign Code (as adopted June 15, 2010), including design review criteria, general sign regulations, regulations pertaining to sign type, and limitations according to type of land use. Illuminated signs must also adhere to Chapter 33, Outdoor Lighting Code, and may require an electrical permit. Signs to be located in Planned Development Districts require Plan Commission approval as a modification of the site's Specific Implementation Plan.

All applications will be reviewed in accordance with the procedures described in Section 22.04. If Plan Commission review is necessary, applicant must complete a Plan Commission OR SIP Modification for Signage Application Form and remit a \$50 non-refundable fee.

The complete Sign Code can be found under Ordinances, Chapter 22, at <http://www.cityofmiddleton.us>.

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## Application Checklist

Description of each new sign:

- Scale drawing indicating dimensions, total square footage, proposed copy.
- Sign type, materials and colors
- Method of construction and attachment
- Method of illumination and description of all electrical equipment (including a lighting fixture product cut sheet for externally illuminated signs)
- At least one image (photo / graphical representation) showing the location of the sign and its relationship to either the building or, if a ground sign, the surrounding lot.

For ground signs, include a landscaping plan around the sign base and a site plan / map (see checklist) indicating distances from sidewalk (or curb face), driveways, fire hydrants, and any other site features that could be obscured by the sign.

For multi-tenant (multi-occupant) properties, the proposed sign(s) must comply with an approved Comprehensive Sign Plan as defined in Section 22.09 of the Sign Code. If such a plan does not exist for the site, the building owner / management company must develop a plan and obtain approval by the Plan Commission before an individual sign permit can be issued.

New signs that do not comply with all applicable provisions of the Sign Code will require a sign variance pursuant to Section 22.14.

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## Permit Fees

(Applicable to signs that are not listed as exempt in Section 22.11)

A) Initial Sign Permit for new signs (including any changes to size or structure of an existing sign): \$50 plus \$1 per square foot of sign area

B) Change of face of copy of an existing sign (other than a sign designed for changeable copy): \$1 per square foot of sign area (minimum fee = \$25)

C) Change of location of an existing sign on the same lot: \$25

NOTE: Except as provided in Section 22.11, it is unlawful for a sign to be installed, altered or relocated without the issuance of a permit and payment of applicable fees. **The fee for a permit issued after sign installation has commenced shall be doubled.** Imposition of a double fee under this subsection shall be in addition to any monetary forfeiture or other penalty under this ordinance and shall not be a bar to prosecution or pursuit of other legal remedies by the City.