



Sign Permit Application

To be used to request a temporary or permanent sign permit for commercial projects.

2828 Allouez Ave., Bellevue, WI 54311 | p. (920) 468-5225

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PERMITS REQUESTED

☐ Temporary Sign (located on site of business)

☐ Permanent Sign

Parcel #: _____

Permit #: _____

(assigned by Village staff)

PROPERTY

Business Name: _____

Business Phone: _____

Business Address/City/Zip: _____

Business Owner Name: _____

Owner Phone: _____ Owner Email: _____

CONTRACTOR

Contractor Name: _____

Address/City/Zip: _____

Phone: _____ Email: _____

TEMPORARY SIGNS

Each business may be permitted two signs per permit and up to four display periods per calendar year for up to 18 consecutive days per period.

NEW BUSINESS LOCATION EXCEPTION: two signs may be permitted for up to three months without counting toward the four, eighteen-day display periods.

Requested Display Periods

From: _____ Until: _____

From: _____ Until: _____

From: _____ Until: _____

From: _____ Until: _____

Max. Quantity: Two (2) signs/permit

Max. Sign Area: 100 square feet (both signs combined)

Max. Display Period: Four (4) display periods, w/a max. of 18-days each period

No. of Signs: _____ Height: _____ Length: _____ Area: _____

Location of Temporary Sign: _____

PERMANENT SIGNS

Proposed Setbacks: Front: _____ Left: _____

Back: _____ Right: _____ Valuation: _____

SUBMITTED

Applicant Signature: _____

Printed: _____

Date: _____

if Multi-Tenant Rental

Owner Signature: _____

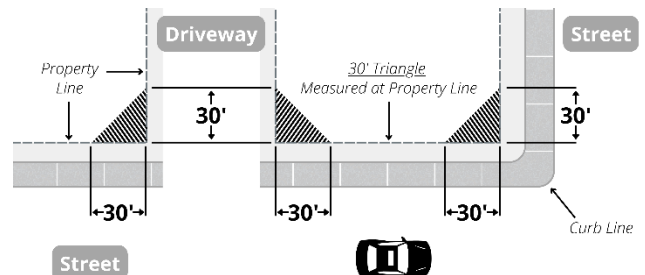
Printed: _____

Date: _____

CONDITIONS OF APPROVAL

1. Temporary sign may not be illuminated
2. Do not place sign in "vision triangle" → → → → →
3. Sign must be placed entirely on private property (not within the Village right-of-way)
4. Permanent signs cannot be placed in utility easements without a recorded Hold Harmless Agreement
5. Owner signature required for multi-tenant rental properties

Additional Conditions of Approval



OFFICE USE

Permit Approved by: _____ Date: _____

Amount Paid: _____ Date Paid: _____ Receipt Number: _____

VILLAGE CODE

Chapter 500. Zoning

Part 500-1800. Regulation of Signs

§ 500-1805. Temporary signs.

[Added 8-25-2021 by Ord. No. O-2021-14[1]]

- A. Temporary signs shall be durable, weather-resistant and fastened or anchored sufficiently, whether attached to the building or positioned in the ground.
- B. Temporary signs shall not be attached to a fence, retaining wall, utility pole, tree, trash receptacle or bench.
- C. Temporary signs may include banners, balloons, trailers, or mobile signs.
- D. No sign shall obstruct pedestrian and/or vehicular traffic, or be located within the right-of-way or vision triangle.
- E. Temporary signs shall not be illuminated.
- F. Temporary signs shall be permitted as follows:

Use & Regulation		Permit?
Residential Districts		No
Max. QTY.	4 yard signs/year	
Max. Sign Area	8 square feet (4 square feet per face)	
Duration	60 days/sign	
Agricultural Districts		No
Max. QTY.	4 yard signs/year	
Max. Sign Area	8 square feet (4 square feet per face)	
Duration	60 days/sign	
Non-Residential Districts	YARD SIGNS	No
Max. QTY.	4 yard signs/year	
Max. Sign Area	8 square feet (4 square feet per face)	
Max. Height	8 feet	
Duration	60 days/sign	
Non-Residential Districts	TEMPORARY BUSINESS SIGNS	YES
Max. QTY.	2 signs/permit * ¹	
Max. Sign Area	8 square feet (4 square feet per face)	
Construction Site Signs		No
Max. QTY.	2 signs/construction site	
Max. Sign Area	Each sign limited to 100 square feet of sign area and shall be located on the construction site	
Duration	30 days after completion of construction or prior to occupancy	

NOTES:

- * Each business shall be permitted two signs per permit, up to four separate occasions per calendar year for 18 consecutive days.
- 1. Exception: When a business is opening in a new location, two signs shall be permitted for a period of up to three months without counting toward the four eighteen-day periods listed above. A permit shall be required for this one occurrence. This occurrence shall be within the initial three months prior to or after opening.

[1] Editor's Note: This ordinance also renumbered former §§ 500-1805 through 500-1813 as §§ 500-1806 through 500-1814, respectively; and renumbered former Tables 18-1 through 18-6 as Tables 18-2 through 18-7, respectively.

