



Columbia County  
**Zoning Permit Application**  
*Building/Putting Up a Sign*

Phone: (608) 742-9660  
 Fax: (608) 742-9817  
[www.co.columbia.wi.us](http://www.co.columbia.wi.us)

**Planning & Zoning Department**  
 Pursuant to Columbia County Ordinance 16-145-050(B)

112 E. Edgewater St.  
 Portage, WI 53901

\$60.00 Sign < 32 sq. ft.       \$\_\_\_\_\_ Sign > 32 sq. ft.  
 (\$2.05 x total sq. ft.)

Make checks payable to "Columbia County Treasurer". Credit Cards accepted. We do not issue refunds.

Permits issued by the Planning & Zoning Department *must* be posted in a prominent place on the premises prior to and during the period of construction, alterations or movement.

**1. Sign Proposing to Build:** *(Please check the appropriate boxes)*

**Location:**

Off-Premise

On-Premise

**Duration:**

Temporary

Permanent

**Type of Sign:**

Freestanding

Residential

Special Event

Multi-Faced

Non-Residential

Neighborhood

Illuminated

Building

Occupation

Construction

Development

Directional

Employment

Real Estate

**2. Cost and Use:**

Cost of Construction: \_\_\_\_\_

Sign Message: \_\_\_\_\_

**3. Size:**

Proposed Sign	Length	Width	Height	Sq. Ft.
Existing Signs	Length	Width	Height	Sq. Ft.

4. Is the sign within 3,500 feet of the center point of a highway interchange?       Yes    No

5. Attach diagram of sign

*I certify that the above information is true, accurate and complete and that I understand the applicable conditions of Title 16 Chapter 500 (attached)*

**Property Owner Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**6. Site Plan** *(Instructions on next page)*

<b>Setback To:</b> <i>Note: These distances must be shown on your site plan.</i>		<b>-For County Use Only-</b>	
		<i>Measured</i>	<i>Verified</i>
Center Line of Road	ft.	ft.	
Front Property Line or Road Right-of-Way	ft.	ft.	
Back Lot Line	ft.	ft.	
Side Lot Line 1	ft.	ft.	
Side Lot Line 2	ft.	ft.	
Nearest Body of Water	ft.	ft.	
Nearest Wetland	ft.	ft.	
Septic Tank	ft.	ft.	
Drain Field	ft.	ft.	



**Attach site plan or draw in grid**

Site Plan must be drawn to scale and include:

- Dimension and area of the lot or parcel
- Location of all existing and proposed structures and signs with distances measured from the lot lines and right-of-way of all abutting roads and highways.
- Location of existing or future access driveways and roads or highways.



# Columbia County General Information

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## Planning & Zoning Department

112 E. Edgewater St.  
Portage, WI 53901

The owner hereby authorizes access to the property described herein, by authorized representatives of the Planning & Zoning Department, for the purpose of gathering or verifying information relating to the application, and for verifying compliance with any approval or permit that may be granted. The applicant further agrees that the site is staked and an inspection of such proposed structure may be made by the Columbia County Planning & Zoning Department between the hours of 8:00 am and 4:30 pm, Monday through Friday.

Pursuant to §59.691(3) Stats, the applicant must sign below to indicate acknowledgement of the following, "You are responsible for complying with state and federal laws concerning construction near or on wetlands, lakes and streams". Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Dept. of Natural Resources web page at: <http://dnr.wi.gov/wetlands/programs.html> or contact a Dept. of Natural Resources service center.

The undersigned hereby applies for a permit to do work herein described. The undersigned agrees that all work will be done in accordance with the Columbia County Zoning, Floodplain and Shoreland-Wetland Protection Ordinances, and with all laws of the State of Wisconsin, applicable to said premises.

### 1. Contact Information

#### Property Owner Information

Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

#### Applicant/Contractor Information (if different than Property Owner)

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### 2. Property Description (parcel information can be obtained at [www.co.columbia.wi.us](http://www.co.columbia.wi.us))

Site Address: \_\_\_\_\_

Town of \_\_\_\_\_

Section \_\_\_\_\_ Town \_\_\_\_\_ N Range \_\_\_\_\_ E

Subdivision \_\_\_\_\_ CSM \_\_\_\_\_ Lot \_\_\_\_\_

Parcel # \_\_\_\_\_ Acreage \_\_\_\_\_

**Mail Permit(s) to:**  Owner  Applicant/Contractor or **Pick Up Permit(s):**  Owner  Applicant/Contractor

**Property Owner Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

----- Shaded Area For County Use Only -----

Existing Zoning: \_\_\_\_\_ Permit(s): \_\_\_\_\_ STAMP

Wetland Status: \_\_\_\_\_

Flood Plain Status: \_\_\_\_\_ Permit #(s): \_\_\_\_\_

Septic Permit #: \_\_\_\_\_ Evaluation? Yes No \_\_\_\_\_

Driveway Permit #: \_\_\_\_\_ Town Permit: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

NOTES:

Department Signature \_\_\_\_\_ Date: \_\_\_\_\_



B. Zoning permit for signage:

1. A zoning permit for signage is required prior to the improvement, erection, construction, reconstruction, enlargement or alteration of any sign, structural component or mounting device, unless otherwise provided by this subchapter.
  - a. A properly completed application for a zoning permit for signage shall be made to the Zoning Administrator upon forms furnished by the County. The following information shall be provided, in addition to information general required for any zoning permit under Section 16-150-080:
  - b. Application contact information
  - c. Property owner contact information and signature
  - d. Property information, site address, legal description, tax identification number, zoning district
  - e. Project information including a description of the sign plan for the site and total proposed signage, including all permanent and temporary signage
  - f. A site plan, drawn to scale, to include:
    1. Dimensions and area of the lot or parcel
    2. Location of all existing and proposed structures and signs with distances measured from the lot lines and right-of way of all abutting roads or highways
    3. Location of existing or future access driveway and roads or highways
    4. Conceptual drawings of all proposed signs with dimensions
    5. Information on all lighting and electrical components
    6. Method of construction or attachment to a building or in the ground shall be explained in the plans and specifications
    7. Contact information for whoever will be erecting the sign(s)
    8. Attach all related permits or permit applications
    9. Calculations for compliance with Uniform Building Code and the Uniform Sign Code for construction
    10. Additional relevant information deemed necessary by the Zoning Administrator to apply all applicable ordinance requirements and standards, such as photos, cross section drawings, specialized engineering plans and landscaping.
    11. If additional information is requested, the application shall not be considered properly completed and timeframes for processing shall not commence until the additional information is received.
2. Sign maintenance or construction authorized by a zoning permit for signage issued under this Subchapter shall be substantially completed or implemented within two years, after which time the permit expires. Prior to expiration of a zoning permit, applicants can request extensions of up to six months from the Zoning Administrator. The total time granted for extensions shall not exceed one year.
3. Where the terms or conditions on any zoning permit for signage are violated, the permit may be revoked by the Zoning Administrator.



## **Definitions 16-160**

**SIGN:** A display, illustration, structure or device that directs attention to an idea, object, product, place, activity, person, institution, organization or business

**SIGN, AVERAGE ELEVATION:** The average natural elevation of four points or corners no more than 30 feet around the perimeter of the location of the sign.

**SIGN, BANNER:** Any sign of lightweight fabric or similar material that is permanently mounted to a pole or a building at one or more edges. Flags that comply with Section 16-145-020(D)6 shall not be considered banners.

**SIGN, BEACON:** Any light with one or more beams directed into the atmosphere or directed at one or more points not on the same zone lot as the light source; also any light with one or more beams that rotate or move.

**SIGN, BUILDING:** Any single-faced sign painted on, attached to or erected against the exterior wall of a building, structure, marquee, canopy or awning. Also including any sign placed on the interior of a window or painted on a window such that it can be read from the outside of the building.

**SIGN, COMPONENT:** Any element of a sign or its source or support (excluding a building), including but not limited to support structure, accessories, wiring, framing. Paint, vinyl, paper, fabric, lightbulbs, diodes or plastic copy panels on a sign do not constitute components.

**SIGN, COMMERCIAL SPEECH:** Any sign wording, logo or other representation advertising a business, profession, commodity, service or entertainment for business purposes.

**SIGN, ELECTRONIC CHANGEABLE COPY:** A sign or portion thereof that displays electronic, non-pictorial, text information in which each alphanumeric character, graphic or symbol is defined by a small number of matrix elements using different combinations of light emitting diodes (LED's), fiber optics, light bulbs or other illumination devices within the display area. Electronic changeable copy signs do not include official governmental, time or temperature signs. Electronic changeable copy signs include projected images or messages with these characteristics onto a building or other objects.

**SIGN, ELECTRONIC GRAPHIC DISPLAY:** A sign or portion thereof that displays electronic, non-pictorial, text information in which each alphanumeric character, graphic or symbol is defined by a small number of matrix elements using different combinations of light emitting diodes (LED's), fiber optics, light bulbs, or other illumination devices within the display area where the message change sequence is accomplished immediately or by means of fade, re-pixilation or dissolve modes. Electronic graphic display sign include computer programmable, microprocessor controlled electronic or digital displays. Electronic graphic display signs include projected images or messages with these characteristics onto building or other signs.

**SIGN, FREESTANDING:** A sign supported by structures or supports that are placed on or anchored in the ground and that are independent from any building or other structure, including, but not limited to, a ground mounted sign, detached sign, pole sign, pylon sign or monument sign.

**SIGN, INCIDENTAL:** A sign that is not legible to a person of ordinary eyesight with vision adequate to pass a state driver's license exam at ground level at a location on the public right-of-way or on other private property.

**SIGN, MARQUEE:** Any sign attached to, in any manner, or made a part of a marquee.

**SIGN, MONUMENT:** A freestanding sign where the base of the sign structure is on the ground, rather than attached to a pole or pylon that is attached to the ground.

**SIGN, NONCOMMERCIAL SPEECH:** Any message that is not commercial speech, which includes but is not limited to, messages concerning political, religious, social, ideological, public service and informational topics

**SIGN, NONCONFORMING:** Any sign which was lawful prior to September 25, 2008 but which does not comply with the terms of this ordinance (or its amendment).

**SIGN, OFF-PREMISE:** A sign, which displays a commodity, product, service, activity or any other person, place, thing or idea other than noncommercial speech, which is not located, found or sold on the premises upon which such sign is located.

**SIGN, ON-PREMISE:** A sign which only displays a commodity, product, service, activity or any other person, place, thing or idea, which is located, found or sold on the premises upon which such sign is located, or a noncommercial speech.

**SIGN, OFF-PREMISE DIRECTIONAL:** A sign displayed for the sole purpose of assisting wayfinding through disclosure of no more than the name of a place, its distance from the sign and one directional arrow.

**SIGN, ON-PREMISE DIRECTIONAL:** A sign at the exit or entrance of a premise that has two or more driveways.

**SIGN, PORNOGRAPHIC:** Any sign that, in whole or in part, is obscene or pornographic as defined in Miller v. California and subsequent court decisions, or shows specified anatomical areas or specified sexual activities.

**SIGN, PORTABLE:** Any sign not permanently attached to the ground or other permanent structure, or a sign designed to be transported, including, but not limited to, signs designed to be transported by means of wheels; signs converted to A-or T-frames; balloons used as signs; umbrellas used for advertising; and signs attached to or painted on vehicles parked and visible from the public right-of-way, unless said vehicle is used for transportation in the normal day-to-day operations of the business.

**SIGN, PROJECTING:** Any sign with a sign face that is not parallel to the surface to which the sign is attached and extends more than six inches beyond the surface of such building or wall.

**SIGN, EMERGENCY RESPONSE NUMBER:** A reflective colored sign with white lettering that identifies the property address at a minimum and may provide limited additional information such as town name and road name.

**SIGN, ROOF:** Any sign erected and constructed wholly on and over the roof of a building, supported by the roof structure and extending vertically above the highest portion of the roof.

**SIGN, SPECIAL EVENT:** A sign that is temporary in nature and is not permanently mounted or attached to the ground or sign surface, and is used for special events, such as but not limited to, institutional, non-profit community, charitable or civic events and campaigns, grand openings, promotions, seasonal sales, garage sales, craft sales, graduation or birthday parties, festivals or fairs.

**SIGN, TEMPORARY:** Any sign that is used for less than 30 consecutive days and is not permanently mounted to the ground or building.

**SIGN, VIDEO DISPLAY:** A sign that changes its message or background in a manner or method of display characterized by motion or pictorial imagery, which may or may not include text and depicts action or a special effort to imitate movement, the presentation of pictorials or graphics displayed in a progression of frames which give the illusion or motion, including, but not limited to, the illusion of moving objects, moving patterns or bands of light, or expanding or contracting shapes, not including electronic changeable copy signs. Video display signs include projected images or messages with these characteristics onto buildings or other objects.