

CITY OF CEDARBURG SIGN APPROVAL PROCESS

In accord with the City of Cedarburg Sign Code, business and/or name identification signs require a permit. Depending on the type and location of a proposed sign, different steps will need to be completed.

TEMPORARY SIGNS THROUGHOUT THE CITY (i.e. BANNERS)

- 1) Complete the City of Cedarburg Sign Permit Application form. Include on the permit application what the sign will say and when the sign is intended to be displayed (no phone numbers or web addresses).
- 2) Submit the required permit fee (\$20 for a temporary sign).
- 3) Permit will be reviewed by the Building Inspector for compliance to the Cedarburg Sign Code.
- 4) Temporary sign permits are valid for 30 days and a maximum of three temporary sign permits can be issued per year per premises.
- 5) A temporary sign permit may take up to two days for approval.

PERMANENT SIGNS IN THE DOWNTOWN HISTORIC DISTRICT:

- 1) Complete the City of Cedarburg Sign Permit Application form.
- 2) Submit the required permit fee (\$75 for a permanent sign).
- 3) The following information is needed for review by the Landmarks Commission (information must be submitted at least ten days prior to the Landmarks Commission meeting when action is scheduled)
 - a) Scaled colored drawing of the sign and its supporting structure (11 copies)
 - b) Scaled site plan showing the location of the sign (11 copies)
 - c) Color chips or palette numbers of the exact color (1 copy)
 - d) Optional – rendering of how the sign will look on the site
- 4) If the signage information, as submitted, complies with the specifications listed in the City of Cedarburg Sign Code, the application will be placed on the Landmarks Commission agenda.
- 5) The Landmarks Commission is responsible for assuring that aesthetically pleasing and functionally purposeful signs are displayed in the Downtown Historic District. The Landmarks Commission meets the second and fourth Thursday of every month at 7:00 p.m. in Cedarburg City Hall. The applicant or sign designer should be present to respond to questions or comments.

PERMANENT SIGNS THROUGHOUT THE CITY- EXCLUDING THE DOWNTOWN HISTORIC DISTRICT:

- 1) Complete the City of Cedarburg Sign Permit Application form.
- 2) Submit the required permit fee (\$75 for a permanent sign).
- 3) The following information is needed for review by the Building Inspector:
 - a) Scaled colored drawing of the sign and its supporting structure (1 copy)
 - b) Scaled site plan showing the location of the sign (1 copy)
 - c) Color chips or palette numbers of the exact color (1 copy)
 - d) Optional – rendering of how the sign will look on the site
- 4) If the signage information, as submitted, complies with the specifications listed in the City of Cedarburg Sign Code, the Building Inspector may approve the sign. The aesthetic character and appearance of the sign will not be reviewed as part of the Building Inspector's approval.
- 5) The Building Inspector may refer a proposed sign to the Plan Commission for their consideration if the Building Inspector believes the sign's aesthetic character and overall appearance warrants doing so.
- 6) A permanent sign permit may take up to five days for approval except for signs referred by the Building Inspector to the Plan Commission.

If you have any questions regarding the Sign Permit process, feel free to call the Cedarburg Building Inspection Department at (262) 375-7609. The City's Sign Code regulations (Section 15-5) are available for review online at www.ci.cedarburg.wi.us.