

# City of Lodi Sign Permit Application

◆ 130 South Main Street, Lodi, WI 53555 ◆ Phone (608) 592-3247 ◆ Fax (608) 592-3271 ◆ [www.cityoflodi.us](http://www.cityoflodi.us) ◆

All sign alterations and new permanent outdoor signs (except professional nameplates, building numbers, and address signs that comply with the sign code) require a permit. Permits are issued by the Building Inspector after Zoning Administrator review. In order for your application to be considered this **completed** form must be submitted with the application fee of \$75, a diagram for the sign(s) that notes dimensions and colors, permission from the building/property owner to display the sign(s), and a diagram of where the sign(s) will be placed on the site and/or building. The review process will not begin until an application is determined to be complete and the appropriate fee is paid to the City Clerk. If you have any questions about sign permit requirements, please contact Daniel Lindstrom, Zoning Administrator, at (608) 821-3967 or [dlin@vierbicher.com](mailto:dlin@vierbicher.com).

Below are general regulations for signs. For complete regulations, please refer to Chapter 278 of Lodi Ordinances.

- Illuminated signs shall not contain flashing, rotating, intermittent, or moving light or lights, and no light shall be directed onto public property or adjacent premises. Outside neon signs are prohibited.
- Tenants are allowed two square feet of signage for each linear foot of building frontage. Sign area is calculated by the entire area of a sign on which copy may be placed, but only one side of a double-sided sign. The area of individual letter signs is calculated by taking the smallest rectangle that will enclose the entire copy area of the sign.
  - Maximum signage per business in the C-1 district is 300 square feet, and no single sign may be larger than 90 square feet.
  - Maximum signage per business in the C-2 and C-3 districts is 80 square feet, and no single sign may be larger than 64 square feet.
  - Maximum sign height in the C-1 district is 22 feet above grade; maximum sign height in the C-2 district is 20 feet above the sidewalk/street closest to the sign; maximum sign height in the C-3 district is 6 feet above grade.
- Freestanding signs must be set back 30 feet from any residential-zoned property and be set back 15 feet from a street intersection or driveway entrance (unless the sign is a pole sign with at least 6 feet ground clearance). Freestanding signs may not project into the public right-of-way.
- Off-premises signs are prohibited. Portable and portable trailer signs are prohibited.
- Signs requiring a conditional use application and permit (these signs require Plan Commission and City Council approval - please submit at least 20 days prior to a Plan Commission meeting for proper noticing and placement on the agenda; conditional use fee is \$550):
  - Commercial signs in residential districts (in no case may such signs be larger than 6 square feet).
  - Electronic message boards/LED signs (the Plan Commission must find that the request is reasonable and necessary under the circumstances for which the sign is requested and that the sign not violate the intent of Chapter 278).

<b>Owner Name(s):</b>		
<b>Applicant Name (if different than above):</b>		
<b>Project Address:</b>		
<b>Applicant Address (if different than above):</b>		
<b>Applicant Phone:</b>		<b>Applicant Email:</b>
<b>Zoning:</b>	<b>Lineal Feet of Building Frontage:</b>	<b>Project Cost:</b>
<b>Sign #1 Sq. Ft.:</b>	<b>Type of Sign:</b>	<b>Lighted? (Y or N):</b>
<b>Sign #2 Sq. Ft.:</b>	<b>Type of Sign:</b>	<b>Lighted? (Y or N):</b>
<b>Note: If there are further signs, attach a list of the sign type and square footage to the application.</b>		

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

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Staff Use Only		
<b>Approved by Zoning Administrator:</b>	<b>Date:</b>	<b>Fee Paid?</b>
<b>Approved by Building Inspector:</b>	<b>Date:</b>	