



# City of Manitowoc

## Sign Permit Application v. 11/01/2022

Building Inspection | Division of Life Safety  
900 Quay Street | Manitowoc, WI 54220

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### GENERAL OVERVIEW

- **Sign Districts.** 15 unique sign districts have been created, each of which describes different sign types that are allowed
- **Supplemental Signage.** Allowed in all sign districts. Examples include political messages, for sale, and for rent messages
- **Sign Permit.** Needed for all sign types except supplemental signage that is not permanent

### GOVERNING REGULATIONS

- **Chapter 31 of the Municipal Code.** <https://www.codepublishing.com/WI/Manitowoc/>
- **Sign Portal Interactive Map.** <https://manitowoc.zoninghub.com/highlights/Signs.aspx>

<b>Owner's Name</b>	<b>Address</b>	<b>Telephone</b>
<b>Tenant's Name</b>	<b>Address</b>	<b>Telephone</b>
<b>Contractor's Name</b>	<b>Address</b>	<b>Telephone</b>
<b>Project Location</b>	<b>Parcel Number</b>	<b>Project Cost (\$)</b>

**SIGN DISTRICTS** (Please check one)

<input type="checkbox"/> SD-01 Industrial Parks	<input type="checkbox"/> SD-06 Neighborhood Commercial	<input type="checkbox"/> SD-11 Public Park & Open Space
<input type="checkbox"/> SD-02 Calumet Avenue Corridor	<input type="checkbox"/> SD-07 Institutional	<input type="checkbox"/> SD-12 Harbor Town Center PUD
<input type="checkbox"/> SD-03 Washington Street Corridor	<input type="checkbox"/> SD-08 General Industrial	<input type="checkbox"/> SD-13 Meijer PUD
<input type="checkbox"/> SD-04 Downtown Core	<input type="checkbox"/> SD-09 Multi-Family Residential	<input type="checkbox"/> SD-14 Cinema Square PUD
<input type="checkbox"/> SD-05 Memorial Drive Corridor	<input type="checkbox"/> SD-10 General Residential	<input type="checkbox"/> SD-15 River Point PUD

SIGNS TYPES BY LOCATION	Permissible Sign District Locations	Sign Area (Square Feet)		
		Existing	Proposed	Total
<input type="checkbox"/> Awning Sign	01, 02, 03, 04, 05, 06, 07, 08, 12, 13, 15			
<input type="checkbox"/> Marquee Sign	03, 04, 15			
<input type="checkbox"/> Monument Sign	01, 02, 03, 04, 05, 06, 07, 08, 09, 11, 12, 13, 14, 15			
<input type="checkbox"/> Projecting Sign	02, 03, 04, 05, 06, 12, 15			
<input type="checkbox"/> Pylon Sign	02, 03, 08, 13, 14			
<input type="checkbox"/> Sidewalk Sign	03, 04, 15			
<input type="checkbox"/> Suspended Sign	02, 03, 04, 05, 06, 12, 15			
<input type="checkbox"/> Wall Sign	01, 02, 03, 04, 05, 06, 07, 08, 09, 11, 12, 13, 14, 15			
<input type="checkbox"/> Window Sign	02, 03, 04, 06, 08, 12, 13, 15			
<input type="checkbox"/> Supplemental Sign (Non-permanent)	All Sign Districts			
<input type="checkbox"/> Supplemental Signage (Permanent)	All Sign Districts			

**City of Manitowoc Sign Permit Application**

**PERMIT FEE:**

- \$50.00 Fee / Per Sign and a \$25 Plan Review Fee for code compliance determination by a building inspector
- The \$25 Plan Review Fee is in addition to any Downtown or Historic Design Review Fees that may be assessed

<b>SIGN TYPES BY USE</b> (Please check all that apply if applicable)		
<b>Use</b>	<b>Code Section Reference</b>	<b>Proposed Sign Area (Square Feet)</b>
<input type="checkbox"/> Business Park Identification	For Requirements See Section 31.620 (7)	
<input type="checkbox"/> Campus Sign Plan	For Requirements See Section 31.620 (9)	
<input type="checkbox"/> Fuel Station	For Requirements See Section 31.620 (4)	
<input type="checkbox"/> Movie Theater	For Requirements See Section 31.620 (6)	
<input type="checkbox"/> Multi-Tenant Commercial 1-Entrance	For Requirements See Section 31.620 (5)	
<input type="checkbox"/> Restaurant Drive-In Service	For Requirements See Section 31.620 (3)	
<input type="checkbox"/> Restaurant With Drive-Through	For Requirements See Section 31.620 (2)	
<input type="checkbox"/> Subdivision Identification	For Requirements See Section 31.620 (8)	

<b>ILLUMINATION SOURCE</b>	<b>ILLUMINATION TYPE</b>	<b>ELECTRICAL CONTRACTOR</b>
<input type="checkbox"/> Internal	<input type="checkbox"/> LED	Separate permit for work regulated by National Electrical Code [31.240]
<input type="checkbox"/> External	<input type="checkbox"/> Fluorescent	Name: _____
<input type="checkbox"/> None	<input type="checkbox"/> Other _____	License #: _____ Phone: _____

**ELECTRONIC MESSAGE DISPLAY (EMD) WITH MONUMENT SIGN**

1) Total Sign Area \_\_\_\_\_ (square feet)

2) Electronic Message Display Area \_\_\_\_\_ (square feet)  
 Maximum area allowed is 50% of the total sign area. For general design standards see [31.230]

**DOWNTOWN DESIGN REVIEW AREA**

No

Yes, Signage is subject to the review procedure described in Section [15.790(1)] of the Municipal Zoning Code

(1) Obtain Certificate of Appropriateness from Community Development Department [15.790(1)]

(2) Obtain Hold Harmless Agreement for any signs projecting into the City Right of Way [31.430]

**APPLICATION ATTACHMENTS**

**Site Plan.** Include (1) sign location, (2) dimensioned setbacks as appropriate, and (3) vision clearance area

**Scaled Drawing.** Include (1) sign dimensions (2) sign height (3) sign under clearance (4) sign elevation

**Downtown Design Review Area.** Approved Certificate of Appropriateness for sign(s) [15.790(1)]

**Electronic Message Display.** Include specifications (1) construction, (2) height, (3) placement, (4) color technology, (5) light source/illumination and (6) changeable copy i.e.: text and graphics systems [31.230]

**Hold Harmless Agreement.** Or equivalent written approval, from the entity having jurisdiction, for a projecting sign or sidewalk sign located within public property [31.430]

**Landscaping Plan.** For a monument sign [31.420]

**APPLICANT CERTIFICATION**

- I certify that all of the information in this application, along with any attachments, are true and correct to the best of my knowledge and belief.
- I understand that this application and any written materials relating to this application will become a permanent public record and that by submitting this application I acknowledge that I have no right to confidentiality. Any person has the right to obtain copies of such written materials or view it online.
- I understand that the Building Inspector will review this application to determine if it contains all of the required information within 10 business days of submittal. If he or she determines that the application is incomplete, the Inspector shall notify the applicant. Incomplete applications will not be considered.

**Applicant Signature:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

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**BUILDING INSPECTOR REVIEW**

**Decision:**  Approved /  Denied

**Building Inspector:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Terms and Conditions of Approval** The terms and conditions indicated below apply to this approval:

- Expiration.** A sign permit shall become null and void if work authorized under the permit has not been completed within six months of the date of issuance. Prior to such expiration, the property owner may request an extension to this time period and the Building Inspector may approve an extension with good cause.
- Strict compliance.** All work performed, improvements constructed, and use of the property shall be according to the submitted application materials, the City of Manitowoc Municipal Code, and all other applicable ordinances, regulations, and permits.
- Private covenants.** The property owner is solely responsible to ensure the proposed project complies with any private restrictions (i.e. subdivision covenants) that may apply to the subject property.
- Electrical permit is required.** The building inspector must approve issuing an electrical permit if applicable.
- Certificate of Appropriateness.** This approval is subject to an approved Certificate of Appropriateness.
- Hold Harmless Agreement.** This approval is subject to an approved Hold Harmless Agreement.
- Nonconforming signs on subject property** The following signs on the property, if any, are nonconforming and are subject to the requirements set forth in Section [31.870] of the sign code.

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

- Building Inspector Conditions.** This approval is subject to the following conditions.

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\_\_\_\_\_  
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