OUTDOOR SIGN INSTALLATION APPLICATION AND PERMIT

Wisconsin Department of Transportation

DT1680 6/2006 s.84.30 Wis. Stats. **This Permit is Revocable.**

For Locations Adjacent to Interstate and Federal Aid Primary Highways and the National Highway System

Mail Application to:
Trempealeau County Highway Dept
PO Box 67
Whitehall, WI 54773
Or Email: tchwy@triwest.net
Or Fax: 715-538-4320

Applicant - Sign Owner	Area Code - Telephone Number
Address, City, State, ZIP Code	
X	E-Mail Address
(Permit Applicant Signature) (Date)	

An agreement/lease with the landowner that allows installation of the described sign and continued access to the sign site must be obtained prior to approval of this application for all categories except on-premise. Nothing herein requires a property owner to have or to retain a sign on their land.

Landowner Name – Print	Area Code – Telephone Number
Address, City, State ZIP Code	

By my signature, I acknowledge that I am aware of the **Permit Conditions and Restrictions** listed herein and I affirm there are no easements or restrictions that would prohibit this sign from being erected.

X

(Landowner Signature) (Date)

Installer Name	License Number
Address, City, State ZIP Code	

Highway/s	County	☐ Town ☐ City ☐ Village	Highway Side ☐ N ☐ S ☐ E ☐ W
Land Zoning (Supply proof)	Date of Zoning	Sign to Face ☐ N ☐ S ☐ E ☐ W ☐ N\S ☐ E\W	

Sign Location (Legal Description) _____1/4 of the _____1/4 of Section _____ Township _____North, Range _____ ☐ East ☐ West

Distance from sign to the pavement centerline of the closest road that intersects with the highway along which the sign will be erected.

_____ _____ _____
(Feet) (East, West, North, South) (Identify road measured from)

Distance from highway right of way to sign ft.	Sign Illumination ☐ Steady Light ☐ No Light ☐ Changeable Message	Height Above Ground Level (HAGL) ft.

Sign Category and Fee

- ☐ On Premises Free Standing - $175
- ☐ On Premises On Building - $175
- ☐ Real Estate along Interstate - $175
- ☐ Off Property - $175
- ☐ Service Club Meeting Notice – No Fee
- ☐ Religious Meeting Notice – No Fee
- ☐ Agricultural Test Plot - $175
- ☐ Sign on officially designated school bus stop shelter; Affidavit from school officials required - $175
- ☐ Directional as defined by sec. TRANS. 201.05 Wis. Adm. Code If box is checked, provide signature to the right - $175
- ☐ Official (City, Village, Town, County, or State official to be applicant) If box is checked, provide signature to the right - No Fee

Sign Design

Type 1 (Choose one)	**Type 2 (Choose one)**
☐ Single Face	☐ Side by Side
☐ Back-to Back	☐ Over Under
☐ "V" Type	☐ On Building
	☐ Does Not Apply

_____
(Agent Signature for Directional Attraction or Official)

Completed by Trempealeau County Highway Department

_____
(Approved for Director of Highway Operations)

- Sign is on WisDOT Project No. _____
- Cancel existing permit as condition of issuing this permit? ☐ No ☐ Yes

If the answer is "Yes", provide permit number and issue date _____

R.P. Number	Inventory Sort Highway	Inventory Direction	Direction of Travel ☐ N ☐ S ☐ E ☐ W	Highway Side ☐ Left ☐ Right	Sign Area (Plus border & trim) sq. ft.
660 ft. + from R/W ☐ Yes ☐ No	Scenic Byway ☐ Yes ☐ No	Check Number	Trans. 233 Setback ☐ Yes ☐ No	Issue Date	Permit Number

Applicant Instructions

This is page 2 of this 3-page form. To be complete, ALL 3 pages must be submitted with your application.

Place a stake or lath with ribbon or flag that is visible from the highway at the sign's proposed location, then submit:

- Three copies of this form, with all entries completed down to the broken line, to the office shown on the front face.
- Three copies of a sign sketch illustrating the size, dimensions, height above ground, shape, color scheme, and message of the proposed display.
- Three copies of a site plan showing distances from the sign to the highway right of way and to adjacent buildings, direction/s of the sign's facing/s, and whether the sign will be on a building or free standing. Include the locations of property lines, the nearest cross street, and development features, such as customer parking lots. Indicate how this proposed sign site will be accessed.
- One copy of proof of zoning from the jurisdictional zoning authority on the attached *Documentation of Zoning*. If the property is unzoned, include a statement from the jurisdictional zoning authority to that effect.
- A $175 check or money order made payable to the Wisconsin Department of Transportation. Do not send cash.

Permit Conditions

Initial Permit Approval: This is an application for a permit to erect a sign under s.84.30, Wis. Stats. and TRANS 201, Wis. Adm. Code. This permit authorizes installation and maintenance of the specific advertising or informative display described at the precise location defined. This permit expires one year after its issuance date if the sign is not erected by that time, unless otherwise provided by rule.

Application Fees and Compliance: A non-refundable permit application fee of $175 must be submitted with this application, in accordance with TRANS 201.07, Wis. Adm. Code. All applicants are encouraged to confirm that the proposed sign will comply with all of the regulations, laws, and codes described below before submitting an application. When multiple or conflicting controls exist in relation to any aspect of the sign, its structure, or its location, the more restrictive regulations shall apply. The permittee shall comply with all of the following:

- s.84.30, Wis. Stats. and TRANS 201, Wis. Adm. Code as amended from time to time.
- All other state laws and regulations.
- All federal laws and regulations.
- All local laws and regulations including, but not limited to, local zoning or outdoor advertising control ordinances.

Issuance of a permit by the Department does not relieve the applicant from obtaining all other permits required by law from any other state or federal agency, county, or municipality.

Permit Renewals: Most signs are subject to an annual permit fee of $35. Signs exempt from this requirement are listed in TRANS 201.035(9), Wis. Adm. Code. This permit shall expire upon the due date for payment unless the annual fee for the sign has been paid. Signs with expired permits are subject to removal.

Directional Signs: If this application is for a "directional sign" as defined in TRANS 201.05, Wis. Adm. Code, the sign is permitted only so long as the activity described in the application is the only activity displayed on the sign. This permit shall be revoked upon a change of message on the sign to advertise any activity other than the activity described in this permit application. A new permit application is required to make a message change. TRANS 201.08(3)(b), Wis. Adm. Code. The annual fee for a sign in this category is $50.

Agricultural Test Plot Signs: If this application is for an agricultural test plot area, the signs in the test plot area must be removed within seven days after harvest of the test plot crop, but no later than November 1 of that year. TRANS 201.18, Wis. Adm. Code.

Transfer of Ownership: The new sign owner shall accept all the terms and conditions of this permit. The permittee is responsible for notifying the Department promptly of a change in sign ownership per TRANS 201.035(3), Wis. Adm. Code and for assuring that the new owner is aware of the terms and conditions of this permit.

Enforcement and Penalties: A person who erects or maintains any sign, sign structure, or other object for outdoor advertising subject to the provisions of s.84.30, Wis. Stats. and TRANS 201, Wis. Adm. Code without complying with those regulations is liable for a civil penalty. A person who misrepresents information in a permit form is guilty of a misdemeanor. A sign erected or maintained under a permit falsely obtained shall be deemed to be illegal and will be removed without compensation.

Permit Restrictions

Alteration of Vegetation: This permit does not authorize the alteration of vegetation, including without limitation, trimming, pruning, relocating, removing, cutting, chemically treating, destroying, or damaging any vegetation. Altering vegetation within a right of way without consent of the Director of the Bureau of Highway Operations of the Department of Transportation and any other person owning an interest in the vegetation is grounds for immediate revocation of the permit for any sign visible from the area in which the vegetation was altered, as well as criminal or civil prosecution. Altering vegetation outside the right of way without the consent of the landowner may result in criminal or civil prosecution.

Access to Sign Site: No person shall access a sign or sign site from a travel lane, interchange ramp, or right of way of an interstate highway, freeway, or other controlled access highway. Illegal access to a sign or sign site is grounds for permit revocation and removal of the sign.

Use of Right of Way: s.86.07(2) Wis. Stats. requires a permit for any work on or use of State Trunk Highway (STH) right of way. No portion of STH right of way may be used to construct, maintain, or repair a sign unless prior approval in the form of a separate permit is obtained from the department.

Documentation of Zoning
for
Outdoor Advertising Sign (Billboard) Permit

County
Township
Highway
Legal Description of Property
Zoning Classification • Please attach a copy of the zoning ordinance in effect in your community. • Before a state permit for most signs may be issued, a review is required of the primary permitted uses in the zoning classification appearing above to assure compliance with state and federal regulations.
DATE SO ZONED – If Interstate Highway, provide documentation of zoning as of September 1, 1959.
Is a local sign permit (not building permit) required to erect this advertising sign? ☐ No ☐ Yes

As the duly authorized zoning administrator or their agent, I verify the zoning information indicated.

(Name - Print)	(Signature) (Date)
(Mailing Address)	(Title – County Zoning Administrator/Town Clerk/etc.)
(Municipality, State ZIP Code)	(Area Code – Telephone Number)