

## CITY OF WAUKESHA, WISCONSIN

201 DELAFIELD STREET \* ROOM 200 \* WAUKESHA, WI 53188 \* PH: (262)524-3750 \* FAX: (262)524-3751

PERMIT NUMBER

**PERMANENT SIGN PERMIT APPLICATION**

ONE APPLICATION PER SIGN

SITE ADDRESS : \_\_\_\_\_

Total Number of signs applying for today: \_\_\_\_\_ Value of Sign(s) \$ \_\_\_\_\_

FEE: \$40 min. or \$1 per sq. ft. Required in full at time of submittal. **FEE IS NON-REFUNDABLE.**Location of THIS sign: 418 East Main st.

## Office Use Only

☐ PICTURE/Drawing/Site Plan☐ FEE☐ ELECTRICAL PERMIT

Paid: \_\_\_\_\_ Initials: \_\_\_\_\_

Permit copy will be mailed to this address

Business Name: IPJ La Nueva Jerusalem

Sign Contractor: \_\_\_\_\_

Owner Name: Iris M Gonzalez

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

Business Phone: 407 288-3951

City/State/Zip: \_\_\_\_\_

For questions call: ☐ Business ☐ Sign Contractor

Phone: \_\_\_\_\_

IF THIS IS AREA IS LEFT EMPTY, PERMIT WILL NOT BE MAILED.

(MANDATORY FIELD; application will be returned if left blank.)

You must submit an electrical permit signed by a licensed electrician with all illuminated sign permit applications.

HAS THIS BEEN DONE? ☐ YES, Permit No. BL - - - ☐ NO ☐ NOT APPLICABLE

ATTACH A COLOR PHOTO, DRAWING, AND/OR SITE PLAN. Show dimensions to scale, colors, and location of sign.

## CHECK ONE:

☐ New Sign ☐ Existing Sign ☐ Face Change Only

## TYPE OF SIGN (Circle all that apply):

Wall Door Projecting Window Roof Billboard  
Flat Awning Freestanding Yard Double FaceHorizontal Width of Sign 5' Vertical dimension of Sign 4' TOTAL Square Footage: 20 sq. ft.

If Sign is detached or projecting, please supply: Total Height \_\_\_\_\_ Clearance: \_\_\_\_\_ Setback: \_\_\_\_\_

Premise Data: Street Frontage: \_\_\_\_\_ Building or Tenant Space Width: \_\_\_\_\_ Other Street Frontage: \_\_\_\_\_

**PLEASE LIST ALL EXISTING SIGNAGE ON THE BACK OF THIS SHEET.**

By my signature, I state and agree, that I have carefully examined the completed application and do hereby certify that all information herein is true and correct, and I further certify that any and all work performed shall be done in accordance with the Ordinances of the City of Waukesha, and the Laws of the State of Wisconsin pertaining to the work described herein

Legal Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

## OFFICE USE ONLY

Zoning District: \_\_\_\_\_ Gross sign area for premises: \_\_\_\_\_ Area used by other signs: \_\_\_\_\_

☐ Approved Conditions (if any):☐ Must submit electrical permit within 30 days of meeting or permit shall be voided.☐ Denied Does not conform to:☐ Height ☐ Architecturally compatible ☐ Not to face R-district ☐ Clearance ☐ Area ☐ Corner Vision  
☐ Projection ☐ Avoid needless elaboration ☐ Consolidation of signs ☐ Distracting sign ☐ Setback ☐ Other

Authorized Signature \_\_\_\_\_ Date of Review \_\_\_\_\_

**INCOMPLETE APPLICATIONS MAY NOT BE PROCESSED.**Review Board meets the 3<sup>rd</sup> Monday of the month at 8:15 am. DEADLINE IS THE MONDAY BEFORE THE MEETING.



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Location of THIS sign: \_\_\_\_\_

## Office Use Only

☐ PICTURE/Drawing/Site Plan☐ FEE☐ ELECTRICAL PERMIT

Paid: \_\_\_\_\_ Initials: \_\_\_\_\_

Permit copy will be mailed to this address

Business Name: IPS La Nueva Jerusalem Sign Contractor: W.A.Owner Name: J.B.M. Gonzalez Address: \_\_\_\_\_Business Phone: 407-288-3991 City/State/Zip: \_\_\_\_\_For questions call: ☐ Business ☐ Sign Contractor Phone: \_\_\_\_\_

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(MANDATORY FIELD; application will be returned if left blank.)

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HAS THIS BEEN DONE? ☐ YES, Permit No. BL - - - - ☐ NO ☐ NOT APPLICABLE

ATTACH A COLOR PHOTO, DRAWING, AND/OR SITE PLAN. Show dimensions to scale, colors, and location of sign.

## CHECK ONE:

☐ New Sign ☐ Existing Sign ☐ Face Change Only

## TYPE OF SIGN (Circle all that apply):

<input checked="" type="checkbox"/> Wall	<input checked="" type="checkbox"/> Door	<input type="checkbox"/> Projecting	<input type="checkbox"/> Window	<input type="checkbox"/> Roof	<input type="checkbox"/> Billboard
<input type="checkbox"/> Flat	<input type="checkbox"/> Awning	<input type="checkbox"/> Freestanding	<input type="checkbox"/> Yard	<input type="checkbox"/> Double Face	

Horizontal Width of Sign 8' Vertical dimension of Sign 4' TOTAL Square Footage: 32 sq. ft.

If Sign is detached or projecting, please supply: Total Height \_\_\_\_\_ Clearance: \_\_\_\_\_ Setback: \_\_\_\_\_

Premise Data: Street Frontage: \_\_\_\_\_ Building or Tenant Space Width: \_\_\_\_\_ Other Street Frontage: \_\_\_\_\_

**PLEASE LIST ALL EXISTING SIGNAGE ON THE BACK OF THIS SHEET.**

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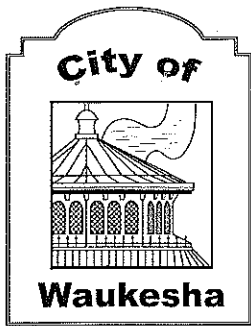
## OFFICE USE ONLY

Zoning District: \_\_\_\_\_ Gross sign area for premises: \_\_\_\_\_ Area used by other signs: \_\_\_\_\_

☐ Approved Conditions (if any):☐ Must submit electrical permit within 30 days of meeting or permit shall be voided.☐ Denied Does not conform to:☐ Height☐ Architecturally compatible☐ Not to face R-district☐ Clearance☐ Area☐ Corner Vision☐ Projection☐ Avoid needless elaboration☐ Consolidation of signs☐ Distracting sign☐ Setback☐ Other

Authorized Signature \_\_\_\_\_ Date of Review \_\_\_\_\_

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## COMMUNITY DEVELOPMENT

201 DELAFIELD STREET  
WAUKESHA, WISCONSIN 53188-3633  
TELEPHONE 262/524-3750 FAX 262/524-3751

Jennifer Andrews, Director

JMAAndrew@ci.waukesha.wi.us

June 23, 2017

Pedro Trujillo and Lilia V Aviles  
1023 Glenn Drive,  
Waukesha, WI 53188

Re: 418 E Main St.

Dear Property Owner(s):

This department has received a complaint regarding the signs at the above property. All permanent signs in the City of Waukesha must meet certain quality standards for architectural compatibility and building materials, must not exceed the maximum allowed square footage for their zoning district, and must be approved by the Sign Review Board.

Your property is located in the B-3 General Business zoning district. Therefore you are allowed signs with a total square footage equal to 1.5 square feet per foot of building width or 0.6 square feet per foot of lot width, whichever is larger. You are conditionally allowed one detached sign with a minimum yard setback of six feet. For more details, please see Chapter 27 - Signs and Outdoor Advertising in the City of Waukesha Code of Ordinances, which is available at <http://www.waukesha-wi.gov/1186/Chapter-27-Signs-and-Outdoor-Advertising>

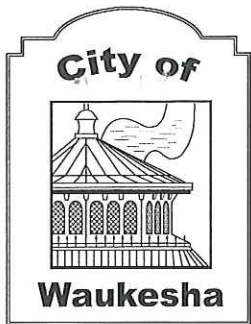
In order to bring your sign into compliance with city code, please submit a sign application to the City of Waukesha Community Development Department, located at 201 Delafield Street, room 200. The next Sign Review Board meeting is Monday July 17<sup>th</sup> at 8:00 AM. Submissions are due one week before, on Monday July 10<sup>th</sup>. An application form is attached to this letter. The application fee for signs that have been built prior to approval is \$2 per square foot, with a minimum of \$80, non-refundable. You should submit payment along with your application. You should also submit pictures of the signs, dimensions, and any other information that you think is relevant to the Sign Review Board.

Failure to comply may result in citations. Your cooperation and promptness will be appreciated.

Sincerely,

Charlie Griffith  
Planning Intern  
262-524-3750  
cgriffith@ci.waukesha.wi.us





## COMMUNITY DEVELOPMENT

201 DELAFIELD STREET  
WAUKESHA, WISCONSIN 53188-3633  
TELEPHONE 262/524-3750 FAX 262/524-3751

Jennifer Andrews, Director

JMAAndrew@ci.waukesha.wi.us

July 27, 2017

Pedro Trujillo and Lilia V Aviles  
1023 Glenn Drive,  
Waukesha, WI 53188

418 E Main St.  
Waukesha, WI 53188

Re: 418 E Main St.

Dear Property Owner(s):

This is a second notice that this department has received a complaint regarding the signs at the above property. All permanent signs in the City of Waukesha must meet certain quality standards for architectural compatibility and building materials, must not exceed the maximum allowed square footage for their zoning district, and must be approved by the Sign Review Board.

Your property is located in the B-3 General Business zoning district. Therefore you are allowed signs with a total square footage equal to 1.5 square feet per foot of building width or 0.6 square feet per foot of lot width, whichever is larger. You are conditionally allowed one detached sign with a minimum yard setback of six feet. For more details, please see Chapter 27 - Signs and Outdoor Advertising in the City of Waukesha Code of Ordinances, which is available at <http://www.waukesha-wi.gov/1186/Chapter-27-Signs-and-Outdoor-Advertising>

In order to bring your sign into compliance with city code, please submit a sign application to the City of Waukesha Community Development Department, located at 201 Delafield Street, room 200. The next Sign Review Board meeting is Monday August 21<sup>st</sup> at 8:15 AM. Submissions are due one week before, on Monday August 14<sup>th</sup>. An application form is attached to this letter. The application fee for signs that have been built prior to approval is \$2 per square foot, with a minimum of \$80, non-refundable. You should submit payment along with your application. You should also submit pictures of the signs, dimensions, and any other information that you think is relevant to the Sign Review Board.

Failure to comply or respond may result in citations. Your cooperation and promptness will be appreciated.

Sincerely,

Charlie Griffith  
Planning Intern  
262-524-3750  
cgriffith@ci.waukesha.wi.us

Iris M. Gonzalez  
1313 fleetfoot dr  
Waukesha, WI  
53186

