



# SIGN PERMIT APPLICATION • 15.450 (REVISED 05-May-2011)

BUILDING INSPECTION • CITY HALL • 900 QUAY STREET • MANITOWOC, WI 54220  
 (920) 686-6940 Phone • (920) 686-6949 Fax • [buildinginspection@manitowoc.org](mailto:buildinginspection@manitowoc.org)

19-0351

Owner's Name Manitowoc Chiefs	Address 2301 Clay Pit Road, Manitowoc, WI 54220	Telephone 920-684-9786
Tenant's Name Joel Kubsch	Address	Telephone
Contractor's Name Sign me Up of Wi	Address 311 Forest Avenue, Sheboygan Falls, WI 53085	Telephone 920-550-0009
Project Location Corner of Clay Pit Rd. and S. 21 <sup>st</sup> .	Sign Cost (\$) 2375	Zoning District B1
<b>1) DIMENSIONS OF SIGN</b> Width <u>60"</u> x Height <u>50"</u> = Area <u>21</u> SF		
<b>2) ELEVATION</b> x North South East West		<b>3) FACES</b> <u>2</u> No. of Faces
<b>4) ILLUMINATION</b> Internal External	<b>4-A) ELECTRICAL CONTRACTOR – WI STATE MASTER &amp; MANITOWOC CITY LICENSE</b> Name: Phone:	
<b>5) TYPE OF SIGN</b> <input type="checkbox"/> Ground Sign <input type="checkbox"/> Wall Sign <input type="checkbox"/> Window Sign <input type="checkbox"/> Awning / Canopy <input type="checkbox"/> Face Change <input type="checkbox"/> Projecting Sign / Awning / Canopy <input type="checkbox"/> Temporary <input type="checkbox"/> Animated (Fixed) <input type="checkbox"/> Animated (Moveable)		
<b>5-A) ANIMATED SIGNS - ATTACHED TO NON-ANIMATED</b> Non-Animated W _____ x H _____ = _____ SF ( _____ %) Animated W _____ x H _____ = _____ SF ( _____ %)		<b>5-B) ANIMATED SIGNS - STAND ALONE</b> Animated W _____ x H _____ = _____ SF
<b>NOTE: Animated signs are limited to the lesser of 30% of the signs total allowed sign face or 30 square feet maximum.</b>		
<b>5-C) GROUND SIGNS</b> <u>2'</u> Clearance between bottom of the sign and the ground <u>6-7'</u> Overall sign height _____ Setback from street Right of Way    _____ Setback from edge of nearest driveway		
<b>5-D) PROJECTING SIGNS</b> _____ Distance between bottom of the sign and the grade at the Right of Way    _____ Projection from building		
<b>6) EXISTING SIGNAGE – List the size and type of ALL signs currently on the parcel.</b> _____ 1' _____ Width x _____ 1' _____ Height = _____ 1 _____ Area SF _____ Type _____ Width x _____ Height = _____ Area SF _____ Type _____ Width x _____ Height = _____ Area SF _____ Type		
<b>ANIMATED SIGNS.</b> Fixed animated signs shall require a special permit by the Plan Commission. Moveable animated signs shall require a special administrative review permit by the Dir. of Building Inspection & Dir. of Engineering. See attached.		<b>B-4 ZONING / EIGHTH STREET HISTORIC DISTRICT.</b> Shall require a Certificate of Appropriateness issued by the Community Development Authority (See 15.290(8) & 15.650 or contact the Planning Department at (920) 686-6930).
<b>BILLBOARDS.</b> Shall require Plan Commission approval. See 15.45(14)(f)(3), (14)(g)(3)(F), (14)(h)(3) or contact the Planning Dept. (920) 686-6930.		<b>PROJECTING SIGNS / CANOPIES / AWNINGS.</b> Shall require an annual permit fee if projecting into the City ROW.



# SIGN PERMIT APPLICATION • 15.450 (REVISED 05-May-2011)

BUILDING INSPECTION • CITY HALL • 900 QUAY STREET • MANITOWOC, WI 54220

(920) 686-6940 Phone • (920) 686-6949 Fax • [buildinginspection@manitowoc.org](mailto:buildinginspection@manitowoc.org)

## 7) ATTACHMENTS

- Site Plan. Dimensioned and indicating sign location and setbacks of the proposed sign or device.
- Graphic rendering or drawing of the proposed sign or device indicating sign elevation (North, South, East, West).
- Certificate of Liability Insurance (sign contractor, unless current copy is on file).
- Approved Certificate of Appropriateness (signs located in B-4 & Eighth Street Historical District).
- Animated signs (please refer to attached handout for required attachments).

ANIMATED (FIXED SIGN)	ANIMATED (MOVEABLE SIGN)	ALL OTHER SIGNS
Special Permit \$125 # <input type="checkbox"/> BBAP <input type="checkbox"/>	Admin. Rev. \$70.00 # <input type="checkbox"/> BBAP <input type="checkbox"/>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Plan Commission # PC <input type="checkbox"/>	Dir Inspection <input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> No permit Required
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Dir Engineering <input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> Annual fee required for projection into City Right of Way
<input type="checkbox"/> Conditions and/or waivers attached	Permit # _____	Permit # _____
Permit # _____	Annual Fee \$ 195.00	Min. fee \$35.00 / .35 SF \$ _____
Min. \$35.00 / .35 SF \$ _____		

Please visit [www.manitowoc.org](http://www.manitowoc.org) to view Municipal Sign Ordinance Chapter 15.450 in its entirety. This handout is intended to provide a simplified view of code provisions for animated signs.

### Fixed Animated Signs – City of Manitowoc

**Fees for Fixed and Movable Animated Signs.** Fees required for both fixed and movable animated signs shall be established by resolution of the Common Council. All animated signs shall require the issuance, by the Director of Building Inspection, of a separate sign and electrical permit, even if the animated sign is attached to another sign or sign structure.

**Fixed Animated Sign.** A one (1) time fee shall be delivered to the Building Inspection Department upon the filing of a request for a special permit pursuant to Section 15.450(18)(e). Issuance of sign and electrical permits by the Director of Building Inspection for a fixed animated sign, shall first require the approval and issuance of a special permit by the City Plan Commission pursuant to Section 15.450(18)(e).

### Special Permit Application and Approval Process for a Fixed Animated Sign.

A fixed animated sign shall not be installed or made operational in the City until so authorized pursuant to the terms and condition of a special permit by the City Plan Commission.

An application for a special permit shall be filed either with the City Planning or Building Inspection Departments, which shall include the following attachments:

- Scaled site plan identifying the location of the proposed sign and sign structure at a property in addition to the location of the following within a radius not less than 100 feet from the proposed sign: property lines, Right-of-way lines, traffic signal lights, driveway entrances and exits, distance to existing signage on the site, and distance from residential land uses;



## SIGN PERMIT APPLICATION • 15.450 (REVISED 05-May-2011)

BUILDING INSPECTION • CITY HALL • 900 QUAY STREET • MANITOWOC, WI 54220

(920) 686-6940 Phone • (920) 686-6949 Fax • [buildinginspection@manitowoc.org](mailto:buildinginspection@manitowoc.org)

- Scaled drawing of the sign structure;
- Model and serial numbers of the sign structure;
- Lamp wattage and luminance levels in Nits, footcandles or equivalent measurement acceptable to the Director of Building Inspection;
- Specifications regarding construction, height, placement, color technology, light source/illumination and changeable copy (text and graphics) systems; and
- Total signage calculation for the property including the proposed animated sign.
- Landscaping plan for the fixed animated sign base as required by 15.450(14)(h)(3)(F)(ix)-(xi).

If an animated sign is to be replaced, enlarged or relocated at the same property, it shall require the review and approval by the Director of Building Inspection and City Engineer.

The City Plan Commission may attach conditions to a special permit granted hereunder in order to assure that the requested use will remain in conformity with the purposes of this Section, as well as to assure compliance with regulations of the particular zoning district within which the animated sign would be located. Compliance conditions may include, but shall not be limited to matters of assignability, restrictions upon hours of operation, authorization for the Director of Building Inspection and City Engineer to check sign settings when deemed necessary, revocation and termination, and other conditions deemed applicable by the City Plan Commission.

To secure information upon which to base its determination, the City Plan Commission may require the applicant to furnish information other than that which is specified herein to determine if the proposed use is consistent with the purpose of this ordinance.

Where a special permit is approved, an appropriate record shall be made by the Director of Building Inspection and City Engineer of the land use and structures permitted. A copy of each special permit shall be mailed to the parties in interest.

All special permits issued under this section shall be reviewed by the Plan Commission in June of each calendar year. Non-compliance with the terms of the special permit may result in the modification of the terms and conditions of the special permit, issuance of citations and financial penalties, or immediate revocation of the special permit.

### **Fixed Animated Signs (Continued)**

If the circumstances warrant, when the conditions of a special permit under this section are not complied with and a public safety issue is created as a result thereof, the permit may be revoked by the Director of Building Inspection at any time. The City Plan Commission shall first hold a public informational hearing on the proposed revocation, subject to notice procedures under Section 15.370(27)(b). The City Plan Commission, after holding a public informational hearing, shall provide its written recommendation to the Common Council with its determination regarding whether or not the permit holder has, or has not, complied with the provisions of this chapter. The Common Council may, at its sole discretion, hold a public hearing regarding the proposed revocation, after which the Common Council may affirm the action of the City Plan Commission, or take whatever action it deems appropriate. All publication and costs associated with this appeals shall be borne



## **SIGN PERMIT APPLICATION • 15.450** (REVISED 05-May-2011)

BUILDING INSPECTION • CITY HALL • 900 QUAY STREET • MANITOWOC, WI 54220

(920) 686-6940 Phone • (920) 686-6949 Fax • [buildinginspection@manitowoc.org](mailto:buildinginspection@manitowoc.org)

exclusively by the petitioner.

### **Movable Animated Signs – City of Manitowoc**

A one (1) time fee shall be delivered to the Director of Building Inspection upon the filing of a request for an administrative review and permit of a movable animated sign pursuant to Section 15.450(18)(f).

An annual sign permit, payable in January of each calendar year, shall be required for each movable animated sign, and shall be paid by the owner of the sign in full prior to issuance of an annual sign permit.

Lessees of a movable animated sign or their representatives shall not be required to pay the annual sign permit fee under (B) to the Director of Building Inspection for a administrative permit authorizing an animated movable sign on lessee's property.

### **Administrative Permit for a Movable Animated Sign.**

A movable animated sign must meet all applicable requirements under Section 15.450, and shall only be permitted when in compliance with all of the following standards:

The Director of Building Inspection and the City Engineer shall review, approve or deny the site location of a movable animated sign, based upon the sign owner or lessee's submittal of information deemed necessary and acceptable by the City representatives identified herein, including, but not limited to the following:

Scaled site plan identifying the location of the proposed sign and sign structure at a property in addition to the location of the following within a radius not less than 100 feet from the proposed sign: property lines, right-of-way lines, traffic signal lights, driveway entrances and exits, distance to existing signage on the site, and distance from residential land uses;

- Scaled drawing of the sign structure;
- Model and serial numbers of the sign structure;
- Lamp wattage and luminance levels in Nits, footcandles or equivalent measurement;
- Specifications regarding construction, height, placement, color technology, light source/illumination and changeable copy (text and graphics) systems;
- Identification of sign owner (lessor) and renter (lessee);
- Total signage calculation for property including the proposed animated sign; and
- Beginning and ending dates for which sign will be used and on-site at the property.

If the circumstances warrant, when the conditions of a permit for a movable animated sign under this section are not complied with and a public safety issue is created as a result thereof, the permit may be revoked by the Director of Building Inspection at any time. The City Plan Commission shall first hold a public informational hearing on the proposed revocation, subject to notice procedures under Section 15.370(27)(b). The City Plan Commission, after holding a public informational hearing, shall provide its written recommendation to the Common Council with its determination regarding whether or not the permit holder has, or has not, complied with the provisions of this chapter. The Common Council may, at its sole discretion, hold a public hearing



**SIGN PERMIT APPLICATION • 15.450** (REVISED 05-May-2011)

BUILDING INSPECTION • CITY HALL • 900 QUAY STREET • MANITOWOC, WI 54220

(920) 686-6940 Phone • (920) 686-6949 Fax • [buildinginspection@manitowoc.org](mailto:buildinginspection@manitowoc.org)

regarding the proposed revocation, after which the Common Council may affirm the action of the City Plan Commission, or take whatever action it deems appropriate. All publication and costs associated with this appeals shall be borne exclusively by the petitioner.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/4/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Ansay & Associates, LLC 101 East Grand Ave, Suite 11 Port Washington WI 53074	<b>CONTACT NAME:</b> Claire Pfeiffer	
	<b>PHONE (A/C, No, Ext):</b> 262-376-3242	<b>FAX (A/C, No):</b> 262-377-3784
<b>E-MAIL ADDRESS:</b> claire.pfeiffer@ansay.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> Middlesex Insurance Company		23434
<b>INSURER B:</b> Sentry Insurance a Mutual Company		24988
<b>INSURER C:</b>		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

<b>INSURED</b> Sign Me Up of Wisconsin, LLC 311 Forest Avenue Sheboygan Falls WI 53085-2526	<b>SIGNMEU-01</b>
--	-------------------

**COVERAGES** **CERTIFICATE NUMBER: 2027354239** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		A0072895004	1/15/2018	1/15/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		A0072895001	1/15/2018	1/15/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0		A0072895006	1/15/2018	1/15/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	A0072895005	1/15/2018	1/15/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER** **CANCELLATION**

Progress Lakeshore 202 N 8th Street Manitowoc WI 54220	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b> 

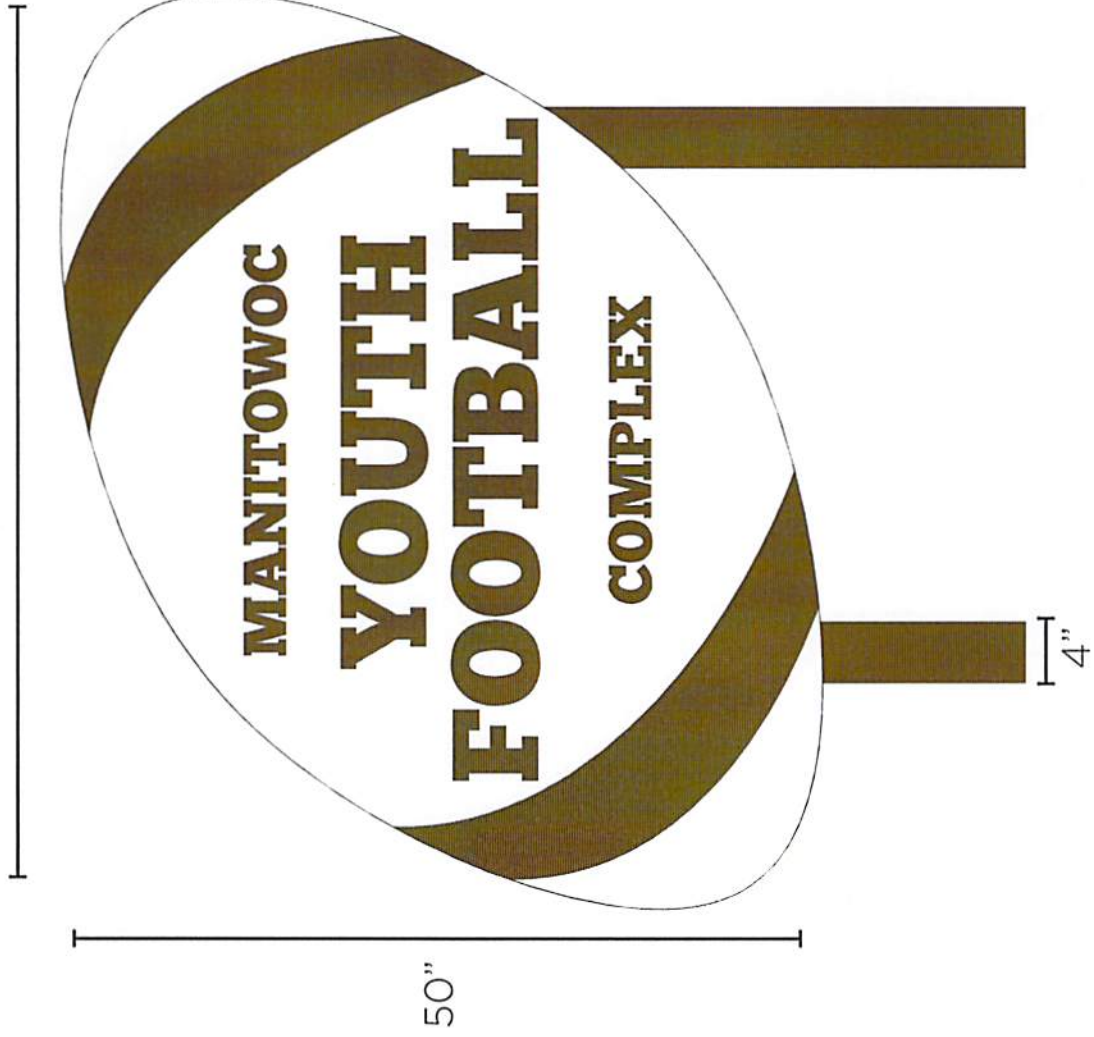
© 1988-2014 ACORD CORPORATION. All rights reserved.

# MANITOWOC YOUTH FOOTBALL

Circle Sign(5' x 6')



60"



50"

4"



This is an original, unpublished drawing by Sign Me Up. It is for your personal use, in conjunction with a project being planned for you by Sign Me Up. It is not to be shown to anyone outside of your organization nor is it to be used, reproduced, copied or exhibited in any fashion. Use of this design or the salient elements of this design in any sign done by another company, without the expressed written permission of Sign Me Up, is forbidden by law and carries a civil forfeiture of up to 25% of the purchase price of the sign. Sign Me Up will endeavor to closely match colors, including PMS, where specified. We cannot guarantee exact matches due to varying compatibility of surface materials and paints used. All sizes and dimensions are illustrated for clients conception o



Circle

Angle 0

1

Clear drawings

GS84)

B J U Size 12

A floating toolbar window with a title bar containing a close button. It includes a 'Circle' dropdown menu, an 'Angle' field set to 0, a '1' field, a 'Clear drawings' button, a coordinate system dropdown set to 'GS84)', and a set of text formatting buttons: 'B' (bold), 'J' (italic), 'U' (underline), 'Size' (font size), and '12' (current font size).

S. 21ST ST.

68.3'

CLAY PI TRD

9759924685 5480255162

28'

S 21ST ST

