



VILLAGE OF TWIN LAKES

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PROCEDURES FOR OBTAINING A SIGN PERMIT IN THE VILLAGE OF TWIN LAKES

- Detailed Information Relating To Signs

- Size of Sign
- Size of Supporting Members or Braces
- Type of Material of Supporting Members or Braces
- Details of Attachment Anchorage to Walls, or Roof
- Color of Sign

- Illumination

- Type of Illumination
- Number of Light Bulbs in Sign
- Wattage of Each Bulb
- **NOTE: Internally Illuminated Signs Shall Illuminate the Area of the Sign Only and Not Cast Light upon Adjacent Property or Interfere with the Comfort and Repose of Neighbors**

ADVERTISEMENT SIGN PERMIT CHECKLIST

BUILDING PERMIT AND ZONING PERMITS SHALL BE OBTAINED PRIOR TO CONSTRUCTION OR PLACEMENT OF SIGNS

I. BUILDING PERMIT ISSUANCE

A. The following items shall be submitted to the Building & Zoning Department.

1. A site plan - showing the proposed and existing structures and their distance to lot lines. (See site plan information sheet and sample site plan attachment.)

2. A side section or rendering - showing the proposed type of sign and building materials to be used. (See sample of typical section plan attachment.)

3. A completed application form including the estimated cost of construction.

B. Check Zoning District Regulations and Restrictions for your Property.

C. Building Permits & Zoning Permits will require three to ten working days to process.

II. SITE PLAN REQUIREMENTS

A. The following items shall be shown on the site plan:

1. Dimensions of lot.

2. Location and dimensions of all existing and proposed structures on lot.

3. Setback distances from all lot lines, shorelines and wetlands to structures and driveways. Distances shall be measured from the edge of the street right-of-way(s) and property line side and rear lot lines.

4. The shore-yard setback, 25 feet from the ordinary high water elevation mark of any stream, creek, lake or pond, if applicable as of 5/5/99 subject to change.

5. The wetland setback for all structures, driveways and pavements shall be a minimum of zero feet subject to change.

6. Distance from septic or holding tank and seepage field to proposed and existing buildings and lot lines.

7. The location of any wetlands or the 100 year occurrence interval floodplain limits, if applicable.

8. Location of well and distance to all structures.

9. Height of structure from grade to the peak of roof.

10. The site plan must be drawn with a recognized architect or engineering scale and include a north arrow.

11. Use of each structure.

