Village of Belleville Sign Permit Application

BOX 1 - CONTACT INFORMATION	
Name	Company Name (if Applicable)
Address	City / State / Zip
Work Phone	Home or Cell Phone
Email	Fax
Best way to reach me is: ☐ Phone ☐ Email	I am the: ☐ Owner ☐ Tenant ☐ Representative
Signature:	Date:

BOX 2 - APPLICATION

1. **Site Address:** _____

2. **Installation Done By:** _____

3. **Approximate Cost of Sign:** $ _____

4. **Zoning of Site** (circle)**:** Residential: R-SL R-SM R-SH P-T R-M R-D R-MH R-E
   OR Commercial: B-G B-H B-P I

5. **Is it in the Downtown Design Overlay District?** ❑ YES ❑ NO
   If yes, special guidelines apply. Ask for a copy of the *Downtown Design Standards Manual.*

6. **Attach a site plan that includes the number and sizes of existing and proposed signs.**

7. **Attach construction and install plans that include specifications and engineering data.**

BOX 3 - RETURN THIS FORM TO:

Mail: 24 W. Main Street, P.O. Box 79, Belleville WI 53508

Fax: 608-424-3423 **Email:** info@villageofbelleville.com

Drop Box: At 24 W. Main Street, 24 hours / day **Questions:** 608-424-3341

BOX 4 - APPROVALS

Your request has been:

☐ Approved ☐ Not Approved ☐ Approved with these Conditions:

Permit approved by: Date: Permit #:

BOX 5 - OFFICE USE ONLY	
Date Received:	By:
Referred to: Building Inspector	Fee: $ ☐ Paid Check #
Response by (attach any correspondence):	Date responded:
Action / Recommendations / Instructions:	
Code Reference: **Chapter 615 Article VII**	Parcel #: