



VILLAGE OF MUKWONAGO

SIGN REVIEW REQUIREMENTS

- ☐ Application Completeness: See page 2 for complete list of submittals.
- ☐ Pre-Application Meetings: Available upon request.
- ☐ Application Submission:
 - ☐ **Applications must be submitted electronically** through the Village on-line permit system. The system may be accessed through this [link](#).
 - ☐ If you are a new user, you will need to start by creating a “Contractor” account. A “Contractor” is a non-owner (Business Owner, Design Professional, etc). If you are the property AND business owner, you may apply as a “Homeowner”.
 - ☐ Once you arrive to the site you will need to apply for a “Planning, Zoning, or Engineering Process”. This link can be found on the left side of the screen under Planning and Zoning page of the Village website. The program will allow you search by the address, apply for appropriate application, input various information, and upload documents.
 - ☐ Fees: Fees may be paid in one of three ways.
 1. You may pay your fee online. After the application is submitted staff has received and reviewed the application an email will be sent to the applicant (email that is provided) letting you know that you can pay the fee online. There is an additional fee associated with this option.
 2. You may pay with cash or a check by mailing or bring the check to Village Hall. There is not a transaction fee associated with this option.
 3. You may pay with a credit card at Village Hall during normal hours and in person. There is a transaction fee association with this option.
 - ☐ Meeting Dates: (IF APPLICABLE) Plan Commission meets on the second Tuesday of each month at 6:30 p.m. A schedule of meeting dates can be found at our [web site](#).
 - ☐ Application Deadlines: (IF APPLICABLE) Applications deadlines are approximately 5 weeks prior to the scheduled meeting. A schedule of deadlines may be found on our [web site](#).
 - ☐ Signs requiring Plan Commission Review:
 - ☐ Those monument signs that are on a parcel over 3 acres.
 - ☐ Those that are for Public uses, institutional uses, schools or churches.
 - ☐ Those that are for Residential subdivisions, condominiums complexes or apartment complexes.
 - ☐ Those that are for Business or industrial parks.
 - ☐ Any other sign determined by the Zoning Administrator.

PROCEDURAL CHECKLIST FOR SIGN REVIEW AND APPROVAL

This form is designed to be a guide for submitting a complete application for a SIGN.

Application Submittal Requirements for Village and Applicant Use (Check off List)

Application:

- ☐ Online Application Completed
- ☐ Application fee: [current fee schedule](#)
- ☐ Agreement for Reimbursable Services Acknowledgement

Required site drawings:

- ☐ Site Plan with sign layout and setbacks
- ☐ All building elevations where signs appear (color renderings)
- ☐ Sign Design with measurements (signs as a whole-not broken up)
- ☐ Lighting Details
- ☐ EMC Details

Other Documents:

- ☐ Plan of operation/proposal (if applicable)
- ☐ Electronic Submittals are required. All documents need to be uploaded into the BS&A Software.
- ☐ Any additional information as determined by Village Staff.
- ☐ Any Licenses from the Village Clerk. (if applicable)