



City of Menasha
Department of Community Development
 140 Main Street
 Menasha WI 54952
 (920) 967-3650 (920).967-5272 fax

**APPLICATION FOR
SIGN PERMIT**

Date:	6/23/10		
Site Address:	216 MAIN STREET		
Zoning:	C-2	Parcel #:	
Name of Business:	The Mixx		
Property Owner:	Otter Creek Assoc.	Phone:	920-893-8700
Address:	NO 625 Hwy 57 PLYMOUTH, WI 53073	Fax:	920-893-5794
Applicant:	THE MIXX	Email:	ottercr@excel.net
Contact:	Paul	Phone:	886-9989
Address:	226 Main St	Fax:	886-9259
		Email:	wreathfactoryfox@hofmail.com
<p>The undersigned hereby agrees to install all signs in accordance with applicable ordinances and holds the City of Menasha harmless from any and all damages, claims or causes of action whatsoever of any nature by reason of installation, use, continuances, or maintenance of said sign(s).</p>			
_____ Property Owner Signature		_____ Date	

Required Submissions (staff use only)

Site Plan
 Building Elevations
 Sign Illustration & Description
 Permit Fee(s)
 Total: \$ _____
 Receipt: # _____

Review & Approval (staff use only)

Zoning
 C-2 Central Business District Design Standards
 Landmarks Commission – Historic District
 Common Council - Special Use Permit
 Public Works - Vision Control Area/ROW

Final Approval
 Conditions: _____

 Zoning Administrator

 Date Issued

Sign Permit Application Instructions

- It is recommended that applicants consult with the Zoning Administrator during the initial planning stages to avoid delays and ensure that all proposed signage complies with City of Menasha ordinance requirements.
- Before construction or installation of any sign(s) requiring a permit, applicants shall submit a sign permit application package that includes:
 - A completed permit application form with the signature of the property owner.
 - Required permit fees for each sign.
 - An accurate plot plan drawn to scale of the entire lot on which the sign(s) will be located showing the location of buildings, parking lots, driveways, and landscaped areas on the lot.
 - An accurate indication on the plot plan of the location and orientation of all existing signs, each sign for which a permit is requested, and the anticipated location of future signs requiring a permit.
 - A description and illustration of each proposed sign including the following:
 - Colors and materials to be used in sign construction (e.g., limestone base with bronze letters, etc);
 - Style of lettering for all signs;
 - Appearance/location of logos or icons;
 - Location of each sign on the building(s), with building elevations if necessary (e.g., over doors, over windows, awnings, etc);
 - All sign proportions; and,
 - Types of illumination (e.g. external illumination with description of type of outdoor light fixture).
 - In addition, optional submittals may be required by the Zoning Administrator if deemed necessary due to the character of the proposed signs and/or site.

Over – Please complete both sides of the application form

Please provide the following information for all proposed new signs along with any existing signs to remain on the property and attach the required site plan and sign illustration(s):

Property Information (required)

Linear Dimensions of Building Exposures: North: _____ ft South: _____ ft East: _____ ft West: _____ ft
 Corner Lot: Yes: _____ No: _____
 Multiple Tenants: Yes: _____ No: _____
 Existing Signs: Yes: _____ No: _____

Business Center Signs (\$150/sign + Special Use Permit)

Approval _____

Existing: Area: _____ sq ft Base Height: _____ ft Total Height: _____ ft Setback: _____ ft
 Proposed 1: Area: _____ sq ft Base Height: _____ ft Total Height: _____ ft Setback: _____ ft
 Proposed 2: Area: _____ sq ft Base Height: _____ ft Total Height: _____ ft Setback: _____ ft
 Illumination: None: _____ Internal: _____ External: _____ Backlit/Halo: _____
 Description: _____

Monument Signs (\$150/sign)

Approval _____

Existing: Area: _____ sq ft Base Height: _____ ft Total Height: _____ ft Setback: _____ ft
 Proposed 1: Area: _____ sq ft Base Height: _____ ft Total Height: _____ ft Setback: _____ ft
 Proposed 2: Area: _____ sq ft Base Height: _____ ft Total Height: _____ ft Setback: _____ ft
 Illumination: None: _____ Internal: _____ External: _____ Backlit/Halo: _____
 Description: _____

Monument Signs with Electronic Message Centers (\$250/sign + annual inspection fee)

Approval _____

Existing: Area: _____ sq ft Base Height: _____ ft Total Height: _____ ft Setback: _____ ft
 Proposed 1: Area: _____ sq ft Base Height: _____ ft Total Height: _____ ft Setback: _____ ft
 EMC 1: Message Area: _____ sq ft Static Area: _____ sq ft Total EMC Area: _____ sq ft
 Proposed 2: Area: _____ sq ft Base Height: _____ ft Total Height: _____ ft Setback: _____ ft
 EMC 2: Message Area: _____ sq ft Static Area: _____ sq ft Total EMC Area: _____ sq ft
 Illumination: None: _____ Internal: _____ External: _____ Backlit/Halo: _____
 Description: _____

Pole Signs (STH 441 Only) (\$150/sign)

Approval _____

Existing: Area: _____ sq ft Total Height: _____ ft Setback: _____ ft
 Proposed: Area: _____ sq ft Total Height: _____ ft Setback: _____ ft
 Illumination: None: _____ Internal: _____ External: _____ Backlit/Halo: _____
 Description: _____

Projecting Signs (\$75/sign)

Approval _____

North Elevation: Existing: 20 sq ft Proposed 1: _____ sq ft Clearance Height: _____ ft
 South Elevation: Existing: 20 sq ft Proposed 2: _____ sq ft Clearance Height: _____ ft
 East Elevation: Existing: _____ sq ft Proposed 3: _____ sq ft Clearance Height: _____ ft
 West Elevation: Existing: _____ sq ft Proposed 4: _____ sq ft Clearance Height: _____ ft
 Illumination: None: _____ Internal: _____ External: X Backlit/Halo: _____
 Description: sign lighting similar to W.F. lighting

Sidewalk Signs (\$50/sign)

Approval _____

Proposed: Area: _____ sq ft Height: _____ ft Location: _____
 Description: _____

Wall, Awning, Canopy, or Marquee Signs (\$75/sign)

Approval _____

North Elevation: Existing: _____ sq ft Proposed 1: _____ sq ft Type: _____
 South Elevation: Existing: 15 sq ft Proposed 2: _____ sq ft Type: _____
 East Elevation: Existing: _____ sq ft Proposed 3: _____ sq ft Type: _____
 West Elevation: Existing: _____ sq ft Proposed 4: _____ sq ft Type: _____
 Illumination: None: X Internal: _____ External: _____ Backlit/Halo: _____
 Description: apron on front/bottom of Awning

may not be exactly as shown, still working with Awning Co. to find right



OLD OAK SHOP, INC.

• Sign of Excellence Since 1971 •

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Fax: (920) 849-4358 • Fax: 1-800-236-4358

The Mixx Design Center
1133 Indiana Ave.
Sheboygan, WI 53081
Ph. 1(877)308-1133
Fax (920) 208-1134
wendy@themixxonindiana.com
wbemis@hotmail.com
Paul
wreathfactoryfox@hotmail.com

Sign design for Menasha Store

Color Suggestions : Copper Leaf letters
or Silver Leaf / Golf Leaf (Choice)
Black ground & Wrought Iron
Frame bevel rust red/burgundy
textured ground (Peanut butter tan)
& bronze tone cream. Contrast must
be maintained! (Raised letters can
have their revels painted to contrast)

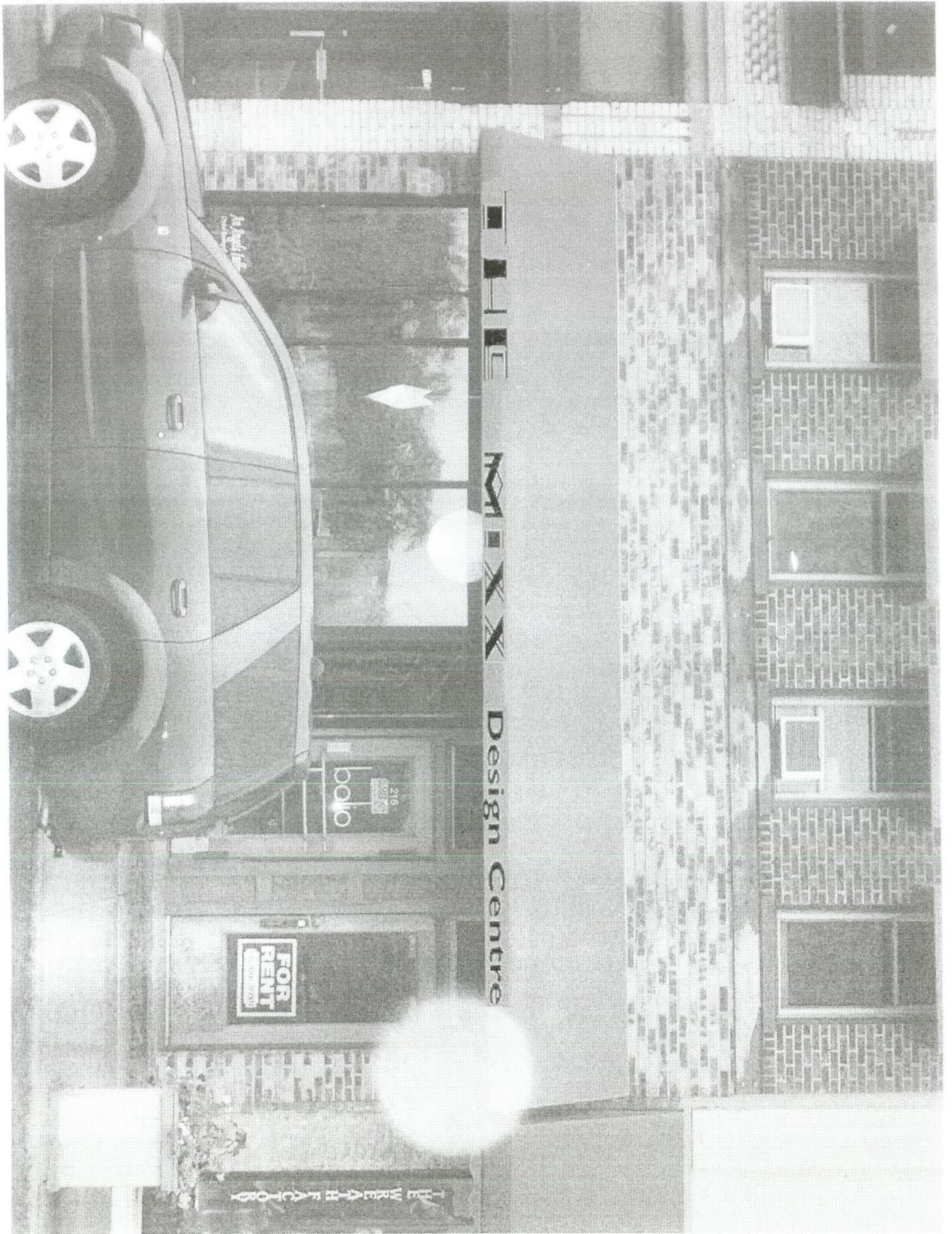


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SINCE 1971



MIXX Design Centre

FOR RENT

216

15 West 1st

The West 1st