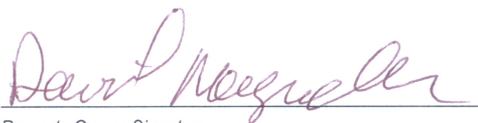




**City of Menasha**  
**Department of Community Development**  
 140 Main Street  
 Menasha WI 54952  
 (920) 967-3650 (920).967-5272 fax

**APPLICATION FOR  
SIGN PERMIT**

Date:	11/19/2010		
Site Address:	196 Main St Menasha		
Zoning:	C2	Parcel #:	
Name of Business:	David Magruder CPA LLC		
Property Owner:	Mike Prokash	Phone:	
Address:	196 Main St.	Fax:	
		Email:	
Applicant:	David Magruder	Phone:	
Contact:		Fax:	
Address:		Email:	David@magruder.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		11/19/20 Date	

**Required Submissions** (staff use only)

- Site Plan
- Building Elevations
- Sign Illustration & Description
- Permit Fee(s)
  - Total: \$100
  - 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**

1. 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.
2. 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: \_\_\_\_\_ sq ft Proposed 1: \_\_\_\_\_ sq ft Clearance Height: \_\_\_\_\_ ft  
 South Elevation: Existing: \_\_\_\_\_ 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: \_\_\_\_\_ Backlit/Halo: \_\_\_\_\_  
 Description: \_\_\_\_\_

**Sidewalk Signs (\$50/sign)**

Approval \_\_\_\_\_

Proposed: Area: \_\_\_\_\_ sq ft Height: \_\_\_\_\_ ft Location: \_\_\_\_\_  
 Description: 30'60" x 48" Aframe (white field with blue letters.)

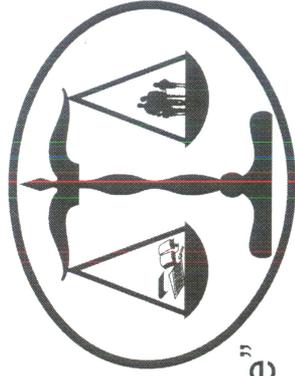
**Wall, Awning, Canopy, or Marquee Signs (\$75/sign)**

Approval \_\_\_\_\_

North Elevation: Existing: \_\_\_\_\_ sq ft Proposed 1: \_\_\_\_\_ sq ft Type: \_\_\_\_\_  
 South Elevation: Existing: \_\_\_\_\_ 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: \_\_\_\_\_ Internal: \_\_\_\_\_ External: \_\_\_\_\_ Backlit/Halo: \_\_\_\_\_  
 Description: \_\_\_\_\_

# David J. Magruder CPA, LLC

Providing Full  
Accounting &  
Income Tax Services



"I'll Balance Your Books..  
So You Can Balance Your Life"

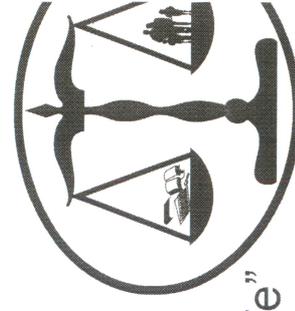
[www.magrudercpa.com](http://www.magrudercpa.com)

20-277-6109

196 Main St

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920-277-6109

196 Main St Bear Office



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Home > Sidewalk Signs > A-Frame Signs > Inst-A-Frame Sidewalk Sign Kit with Letters

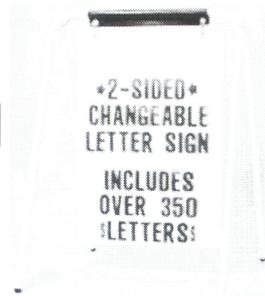
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### Inst-A-Frame Sidewalk Sign Kit with Letters



The letters are fixed to a tubed plastic field

MSRP: \$119.95  
Price: \$104.95  
You Save: \$15.00 (13 %)

Item Number: instaframewletters

#### Options

\* denotes required field

#### Choose Inst-A-Frame Color \*

- White
- Yellow
- Blue
- Black
- Red
- Green

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This is the perfect two sided portable sidewalk sign. Easily portable and great for indoor use. Tube Steel Construction. - Lightweight Easily Portable. Available in 6 frame colors.

#### Kit Includes:

- Tube Steel Construction.
- Lightweight Easily Portable.
- Available in 6 colors.
- 2 Sided Changeable Letter Sign.
- Sign panel is 24 inch W x 36 inch H.
- 355 Letters, Numbers, and characters in 2 inch and 4 inch sizes.

Quantity:  [Add to Cart](#)

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*Recommended for indoor use only.*

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