



**PLANNING COMMISSION REQUEST FORM  
SIGN REVIEW/APPROVAL**

**Filing fee:** \$350 non-refundable fee

**Due date:** 15<sup>th</sup> of the month

**\*PARTIAL INFORMATION SUBMITTED WILL DELAY REVIEW\***

**PROPERTY INFORMATION**

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Property Owner Phone

\_\_\_\_\_  
Property Owner Email

**CONTACT INFORMATION**

\_\_\_\_\_  
Owner or Agent

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

**SUBMISSION DOCUMENTS**

- 1). Sign Permit Application
- 2). Electronic copy of diagrams, photos, plans for signs on a flash drive or emailed to [planning@villageofbaldwin.com](mailto:planning@villageofbaldwin.com).

**Presented at the time of the Planning Commission meeting:**

Eleven (11) hardcopies of diagrams, photos, plans for signs no larger than 8.5 x 14.

**ADDITIONAL FEE REQUIREMENTS**

Applicant agrees to reimburse the Village for any costs related to preliminary review by attorney, engineer or administration. Additional costs will be invoiced to the developer or contact person when received by the Village.

**FILING FEE** - \$350 due at the time of submission

**COMPLETION – Please initial**

\_\_\_\_\_ I am submitting the completed sign permit application.

\_\_\_\_\_ I am submitting an electronic copy of supplemental materials.

\_\_\_\_\_ I agree to provide eleven (11) hard copies no larger than 8.5 x 14 to the Planning Commission at the time of the meeting.

*I certify that the information I have provided in this application is true and accurate and I have submitted **the applicable fees and all necessary supplemental plans** to the Village of Baldwin. I understand that there may be additional charges that I am responsible for depending on the level of review needed.*

Owner/agent signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required)

**Remit to:**  
Village of Baldwin  
400 Cedar St. P.O. Box 97  
Baldwin, WI 54002  
715-684-3426  
[planning@villageofbaldwin.com](mailto:planning@villageofbaldwin.com)