

City of Cedarburg Sign Approval Process

(City of Cedarburg Ordinance section 15-1-5)

Why: All business signs within the City of Cedarburg require approval by the Design Review Committee with the exception of temporary signs under 12 square feet. The Design Review Committee is responsible for assuring only aesthetically pleasing and functionally purposeful signs are displayed in the City. **Process:**



Step 1

Set up an initial meeting with the Building Inspector. The Building Inspector will provide the applicant the necessary information for proper plan submittal. The items that will be addressed in the initial meeting are:

1. Zoning District requirements
2. Maximum allowable signage (building facade length + setback x 0.3)
3. Type of signs allowed
4. Maximum size of signs
5. Placement of signs
6. Illumination and landscaping
7. How the signage relates to the surroundings
8. Information required and submittal dates
9. Application fee: Permanent sign \$75 Temporary sign \$20

Step 2

Submit the sign application with fee along with **10 copies** of the following information. The information is required to be submitted one (1) week prior to the Design Review Committee meeting. The DRB meets the second and fourth Tuesday of each month.

1. Scaled colored drawing of the sign and its supporting structure. (10 copies)
2. Site plan showing the location of the sign. (staff can assist you if desire) (10 copies)
3. Color chips or palette numbers of exact colors (1 copy)
4. Optional- rendering of how the sign will look on the site

Step 3

The Building Inspector shall review the sign information to ensure conformance with the sign ordinances. If all the information is accurate, the application will be placed on the DRB agenda. The Building Inspector will write an analysis on the proposed sign and send it to the DRB and the applicant.

Step 4

The Design Review Board will consider approval of the sign. It is mandatory that the applicant and the sign designer attend the meeting.