

# LARGE SCREEN VIDEO DISPLAY SIGN

Application – Plan Commission Review

PROPERTY LOCATION: \_\_\_\_\_

Project Applicant			
Name			
Mailing Address	City	State	ZIP Code
Email Address		Phone Number	
Landowner (Complete this information if the project applicant is not the property owner.)			
Name			
Mailing Address	City	State	ZIP Code
Email Address		Phone Number	
Landowner Certification			
If the person requesting the Large Screen Video Display sign is not the owner of the property on which the sign would be situated, the consent of the landowner is necessary. Refer to the LANDOWNER AUTHORIZATION form included with the LSVD application packet.			

Existing use of property: \_\_\_\_\_

**Type of outdoor athletic facility:**

UNIVERSITY or TECHNICAL COLLEGE      HIGH SCHOOL      PRIVATE ATHLETIC RECREATIONAL FACILITY      PUBLIC PARK

Type of permanent seating: \_\_\_\_\_

Capacity of permanent seats: \_\_\_\_\_

Surface Area of LSVD Sign: (Including Frame and Trim) \_\_\_\_\_ feet (width) \_\_\_\_\_ feet (height) \_\_\_\_\_ square feet

Sign Height: (Measured from the average height at road grade elevation to the highest point of the sign.) \_\_\_\_\_ feet

Sign Setbacks (Measured from the lot line to the outermost physical extension of the sign.)

Front Yard: \_\_\_ feet    Side Yard (1): \_\_\_ feet    Side Yard (2): \_\_\_ feet    Rear Yard: \_\_\_ feet

LSVD Sign Operational Details: (Purpose/intended use of the sign, hours of operation, duration of use, frequency of use, landscaping or topography that may screen the view of the sign from abutting streets and from nearby residential development, etc.)

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PROJECT APPLICANT SIGNATURE \_\_\_\_\_

## LARGE SCREEN VIDEO DISPLAY SIGN

APPLICATION FOR PLAN COMMISSION REVIEW - INSTRUCTIONS AND INFORMATION

Refer to the *Plan Commission Timetable* for application submittal deadlines and meeting dates.**Checklist for project submittal:**

- ❑ **Project Application + Filing Fee (\$300)**
- ❑ **Operational Details of LSVD Sign:** Operational details may be provided in an attachment to the project application. Operational details should include information such as the purpose/intended use of the sign, hours of operation, duration of use, frequency of use, landscaping or topography that may screen the view of the sign from abutting streets and from nearby residential development, etc.
- ❑ **Site Photos:** Provide photos of the site to show existing property conditions.
- ❑ **LSVD Sign Specifications:** Provide photo or manufacturer's specifications to visually illustrate sign appearance, including dimensions for size and height, and sign structure (pole, monument base, etc.)
- ❑ **Site Plan:** A site plan should depict property boundaries, configuration of athletic facility, location of permanent seating, location of adjacent streets, location of LSVD sign, setbacks of LSVD sign to all property lines.

## Application Submittal

An application for a Large Screen Video Display sign may be filed in person at the City of Fond du Lac Community Development office located on the 4<sup>th</sup> floor of the City-County Government Center, via postal delivery or submitted electronically. **Please contact the Community Development office at (920) 322-3440 prior to the electronic submittal of an application.** Payment of the filing fee must be received prior to the filing deadline.

Electronic submittals should be directed to: [jdahlin@fdl.wi.gov](mailto:jdahlin@fdl.wi.gov)

Mailing address: City of Fond du Lac – Community Development Department  
160 S Macy Street, PO Box 150  
Fond du Lac, WI 54936-0150

## Plan Commission Meeting

**Meeting Date:** The Plan Commission meets at 5:30 p.m. in Meeting Room A-B of the City-County Government Center at 160 South Macy Street. Meeting dates are listed in the *Plan Commission Timetable*. The project applicant or a representative must attend the meeting to present a Large Screen Video Display sign proposal to the Plan Commission.

**Public Notification:** Notification of a proposal for a Large Screen Video Display sign is mailed to neighbors of the affected property. The notice from the City Clerk's office explains the proposal and provides information for the meeting date, meeting time, and the location of the meeting. The public notice is also mailed to the project applicant.

**Project Review:** Review of a LSVD sign takes into account property location, surrounding uses, and the operational details of the proposed sign. City staff analyzes a proposal and prepares a recommendation for the Plan Commission. The project analysis and recommendation is provided to the applicant in advance of the Plan Commission meeting.

**Plan Commission Meeting:** The Chairperson will ask the applicant to present the proposal. The Plan Commission may have questions for the applicant and/or City staff. Public comment will be invited. The Plan Commission may approve, conditionally approve or deny a proposal for a LSVD sign.

**Appeal:** Any person who is aggrieved or affected by the decision of the Plan Commission regarding a LSVD sign may appeal the decision to the Board of Appeals. An appeal must be submitted within 30 days of the date of the Plan Commission's decision.

**LSVD Sign Approval:** The installation and use of an approved LSVD sign should begin within six months from the date of Plan Commission approval or the approval will be null and void. Permits issued by the Building Inspector are required.

Plan Commission meeting agendas and minutes may be viewed on the City's website: [www.fdl.wi.gov](http://www.fdl.wi.gov)

FOR INFORMATION OR ASSISTANCE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT: (920) 322-3440

# LANDOWNER AUTHORIZATION

**TO: City of Fond du Lac**  
**Community Development Department**

**Re: LARGE SCREEN VIDEO DISPLAY SIGN PROPOSAL**

**LOCATION:** \_\_\_\_\_

PROPERTY ADDRESS AND/OR TAX KEY NUMBER

**The undersigned** \_\_\_\_\_ **is the owner of property**

NAME OF PROPERTY OWNER (PLEASE PRINT)

**referenced above. The undersigned authorizes** \_\_\_\_\_

**to sign and file an application for a Large Screen Video Display sign that affects the referenced property.**

\_\_\_\_\_  
SIGNATURE OF LAND OWNER OR AUTHORIZED AGENT

\_\_\_\_\_  
DATE

## PLAN COMMISSION 2019

(1<sup>st</sup> Monday after the 2<sup>nd</sup> Wednesday of the Month)

<b>Application Filing Deadline</b> 12:00 pm (Friday)	<b>PLAN COMMISSION Meeting</b> 5:30 pm - Monday Meeting Room A
Dec 28, 2018	<b>Jan 14, 2019</b>
Feb 1, 2019	<b>Feb 18, 2019</b>
March 1, 2019	<b>March 18, 2019</b>
March 29, 2019	<b>April 15, 2019</b>
April 26, 2019	<b>May 13, 2019</b>
May 31, 2019	<b>June 17, 2019</b>
June 28, 2019	<b>July 15, 2019</b>
Aug 2, 2019	<b>Aug 19, 2019</b>
Aug 30, 2019	<b>Sept 16, 2019</b>
Sept 27, 2019	<b>Oct 14, 2019</b>
Nov 1, 2019	<b>Nov 18, 2019</b>
Nov 22, 2019	<b>Dec 9, 2019</b>
Dec 27, 2019	<b>Jan 13, 2020</b>

**Meeting agendas and minutes for the Plan Commission may be viewed on the City's website. Click on the "Calendar" tab on the Home page. Agendas and minutes are attached to the date of the meeting.**  
[www.fdl.wi.gov](http://www.fdl.wi.gov)

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