

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.)

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 4th floor of the City-County Government Center or submitted electronically via email: CD@fdl.wi.gov

For applications submitted via email, please call 920-322-3440 to confirm receipt of electronic submittal.

Payment of the application fee must be received prior to the application filing deadline. Payment may be submitted via postal delivery, in person, or deposited in one of the City payment boxes at the City-County Government Center.

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 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

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 TIMETABLE 2023

(1st Monday after the 2nd Wednesday of the Month)

Application Filing Deadline 12:00 pm (Friday)	PC Meeting 5:30 pm - Monday Meeting Room A
Tuesday Dec 27, 2022	Jan 16, 2023
Jan 27, 2023	Feb 13, 2023
Feb 24, 2023	Mar 13, 2023
Mar 31, 2023	Apr 17, 2023
Apr 28, 2023	May 15, 2023
June 2, 2023	June 19, 2023
June 30, 2023	July 17, 2023
July 28, 2023	Aug 14, 2023
Sep 1, 2023	Sep 18, 2023
Sep 29, 2023	Oct 16, 2023
Oct 27, 2023	Nov 13, 2023
Tuesday Nov 21, 2023	Dec 11, 2023
Dec 29, 2023	Jan 15, 2024