

# 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** \_\_\_\_\_

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### 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 or submitted electronically via email: [CD@fdl.wi.gov](mailto: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](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 TIMETABLE 2025

(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>Agenda Distribution</b> (Thursday)	<b>PC Meeting</b> 5:30 pm - Monday Meeting Room A
Dec 20, 2024	Jan 9, 2025	<b>Jan 13, 2025</b>
Jan 24, 2025	Feb 13, 2025	<b>Feb 17, 2025</b>
Feb 21, 2025	Mar 13, 2025	<b>Mar 17, 2025</b>
Mar 21, 2025	Apr 10, 2025	<b>Apr 14, 2025</b>
Apr 25, 2025	May 15, 2025	<b>May 19, 2025</b>
May 23, 2025	June 12, 2025	<b>June 16, 2025</b>
June 20, 2025	July 10, 2025	<b>July 14, 2025</b>
July 25, 2025	Aug 14, 2025	<b>Aug 18, 2025</b>
Aug 22, 2025	Sep 11, 2025	<b>Sep 15, 2025</b>
Sep 19, 2025	Oct 9, 2025	<b>Oct 13, 2025</b>
Oct 24, 2025	Nov 13, 2025	<b>Nov 17, 2025</b>
Nov 14, 2025	Dec 4, 2025	<b>Dec 8, 2025</b>
Dec 19, 2025	Jan 15, 2026	<b>Jan 19, 2026</b>