

**REDEVELOPMENT AUTHORITY OF THE CITY OF WATERTOWN (RDA)
CITYWIDE SIGN GRANT APPLICATION**

The Redevelopment Authority (RDA) of the City of Watertown has established the Citywide Sign Grant Program to assist businesses in improving their signage. This program provides a 50% matching grant for eligible sign improvements, up to a maximum grant amount of \$1,000. Regional or national chains and franchised businesses are not eligible for this program.

Please note: Businesses located within the City's downtown historic district are ineligible (please inquire with the Watertown Main Street Program about their sign and façade grant programs if your business is located within the district).

New signage must be visible from a public street, and must either be mounted to the building exterior, or be part of a monument sign located along a public street. Signage must be a permanent installation. Temporary signage, such as vinyl banners or window clings, are ineligible. Signage may not be electronic (e.g. neon or LED) but should be appropriately lighted to be visible during evening hours.

APPLICANT INFORMATION

Business Name: _____
Business Address: _____
Business Owner Name: _____
Phone Number: _____
Email Address: _____

PROPERTY OWNER INFORMATION (if different from applicant)

Property Owner Name: _____
Property Owner Address: _____

Phone Number: _____
Email Address: _____

SIGN PROJECT DETAILS

Total Cost of Signage: \$ _____
Amount Requested (50% of Total Cost, up to \$1,000): \$ _____

Description of Signage Project:

Location of Sign on Property:

REQUIRED DOCUMENTATION

- **A detailed quote or invoice** from a sign company for the proposed sign work.
- **A design rendering** or drawing of the proposed sign, including dimensions and materials.
- **Photographs** of the building and the current signage (if applicable).
- **Approval letter from the property owner** (if applicant is not the property owner).
- **Any necessary City permits or approvals** (if required).

GRANT TERMS & CONDITIONS

1. The grant award is **50% of the total eligible project cost, up to a maximum of \$1,000.**
2. The grant is **reimbursable**, meaning the applicant must complete the project and submit proof of payment before receiving funds.
3. Work must commence within **90 days** of grant approval and be completed within **six (6) months.**
4. Signage must comply with **City of Watertown zoning and sign regulations.**
5. The applicant must maintain the sign in good condition.
6. Grants are awarded **subject to the availability of funds.**

APPLICANT CERTIFICATION

I hereby certify that the information provided in this application is accurate and complete. I understand the terms and conditions of the RDA Sign Grant Program and agree to comply with all requirements.

Applicant Signature: _____

Date: _____

Property Owner Signature (if applicable):

Date: _____

SUBMIT APPLICATION TO:

Redevelopment Authority of the City of Watertown (RDA)
Attn: Deb Sybell
106 Jones Street
Watertown, WI 53094

Applications may also be sent by email to: dsybell@watertownwi.gov

For more information, please contact Deb Sybell, RDA Executive Director, at
dsybell@watertownwi.gov