



**Village of Mt. Horeb
Building Inspection and Zoning
138 East Main Street
Mt. Horeb, Wisconsin 53572**

The CB Central Business District is designed to accommodate retail services and office uses characteristic of the original "downtown" area and has special historic and aesthetic interest and value which reflects the village's economic, social and architectural history. In order to maintain and preserve our downtown the Village established the CB Central Business District Code of Ordinances. The following is a list of pertinent CB codes for your information.

CB Central Business District Code of Ordinances

New businesses must apply for a Zoning Certificate prior to commencing business.

[Chapter 17.13](#) of the Municipal Code requires that a Zoning Certificate application be submitted stating the proposed use so that it can be reviewed for compliance with permitted uses ([Chapter 17.43](#)) within the CB Zoning District. The application should also identify the responsible parties in the business for contact purposes. *There is no fee for this application.*

Signs ([Chapter 17.174](#))

A sign permit is required for alteration or installation of any sign erected in the Village of Mt. Horeb. Signs must comply with the code for limits in size, location, height, lighting and material of construction. In addition, a permit is needed for any sign altered or modified in order to bring the sign into code compliance. The permit fee for the sign is \$35. (Where more than one business will be located a Master Signage Plan may be required \$50.)

Signs extending over the Village Right-of-Way ([Chapter 17.177](#))

Property or business owners having signs which extend over the Village Right-of-Way must maintain liability insurance protecting the public that uses the right-of-way. Proof of adequate liability insurance must be provided to the Village along with a fee of \$10 for each sign on an annual basis. Sign Encroachment Requirements for STH 78 (Main Street). *All new signs that encroach right-of-way will need written approval from WisDOT (see Procedure for Sign Encroachment Requests).*

Any alteration to a structure in the CB District requires approval. ([Chapter 17.43](#))

Any alteration or change in appearance to any structure within the CB Zoning District requires Plan Commission approval prior to beginning the alterations. The application for **Certificate of Appropriateness** must be submitted. *There is no fee for this review.* Alterations requiring review include any alteration to the appearance of the structure, additions of or changes to doors or windows, and changes in paint colors or roofing colors. (The Building Inspection Dept. has approved color palettes available if you wish to change a paint color.) Repainting or reroofing without any change to appearance or color may be done without approval however a building permit may be required

Sidewalk Café permit ([Chapter 12.09](#))

Each property owner selling or offering to sell any food or beverage on public property must first obtain a permit. The Sidewalk Café permit must be renewed annually on or before April 14 of each year. The annual fee for the permit is \$30 and must be accompanied by a list of regulations that must be adhered to at all times when the permit is active.