



Department of Community Development  
 City of Oak Creek  
 8640 S. Howell Ave.  
 Oak Creek, WI 53154

# COMMUNITY/NONPROFIT EVENT TEMPORARY SIGN PERMIT APPLICATION

For a temporary sign to be classified as a legal sign, this permit application is required to be completed and submitted by the applicant, and approved by the City Zoning Administrator **PRIOR** to the installation of the sign. No permit fees are required. Any temporary sign installed without a permit approval is a violation of the City's Municipal Code and subject to a \$200 fine plus court costs every day in violation.

- Temporary signs are banners, emblems, or any other temporary advertising media intended to identify, convey information, or direct attention to a product, service, place, activity, or business.
- Temporary signs are regulated as to size, location, and duration as regulated in Code Section 17.0709.
- One public interest sign publicizing a charitable or nonprofit event of general public interest may be erected only on private property with the property owner's consent and meet Section 17.0709(e) of the Zoning Code.
- A community/nonprofit entity can display a temporary sign for only thirty (30) days before the event and the applicant must remove the sign no later than two (2) days following the event.
- Off-premise signs are prohibited, except for campaign signs and charitable/nonprofit events as regulated by Section 17.0707 of the Zoning Code.

*For more information, or a complete copy of the sign code, contact the Department of Community Development at (414) 768-6529 or view online at the City's website at [www.oakcreekwi.org](http://www.oakcreekwi.org).*

**Sign Applicant** (Please Type or Print)

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell : \_\_\_\_\_ Fax number: \_\_\_\_\_ Email: \_\_\_\_\_

**GENERAL SIGN INFORMATION**

Date of Installation: \_\_\_\_\_ Date of Removal: \_\_\_\_\_ # Days: \_\_\_\_\_

Area of sign: width \_\_\_\_\_ X height \_\_\_\_\_ = \_\_\_\_\_ square feet *(not to exceed 32 square feet)*

Describe or attach photo/rendering of temporary sign (colors/text):

\_\_\_\_\_

Describe sign location(s) and how it is to be displayed (If needed, use back of application for additional locations):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
 DATE

**FOR OFFICE USE ONLY**

Approved \_\_\_\_\_ Date \_\_\_\_\_ Zoning Administrator \_\_\_\_\_ Permit No. \_\_\_\_\_

Denied \_\_\_\_\_ Date \_\_\_\_\_ Reason Denied \_\_\_\_\_

Zoning District: \_\_\_\_\_ Tax Key No.: \_\_\_\_\_