



TEMPORARY SIGN PERMIT APPLICATION

Department of Community Development
8040 S. 6th Street
Oak Creek, WI 53154

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.
- An entity can apply for a temporary sign permit up to 4 times per calendar year permitting that entity to display any one (1) temporary sign for a maximum of fifteen (15) days each.
- Temporary signs are regulated as to size, location, and duration as regulated in Code Section 17.0709.
- One public interest signs 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.
- Feather or teardrop flag signs are permitted if they do not exceed 8 feet in height, 20 square feet in area. There is a \$25 fee per flag sign. Checks can be made out to the City of Oak Creek.
- 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) 766-7000 or view online at the City's website at www.oakcreekwi.org.

Sign Applicant (Please type or print)

Name: _____

Address: _____

Phone: _____

Cell: _____

Fax: _____

Email: _____

Property Description (Please type or print)

Business Name: _____

Address: _____

GENERAL SIGN INFORMATION

Date of Installation: _____ Date of Removal: _____ # Days: _____

Area of sign: width _____ X height _____ = _____ square feet

Sign Type: Banner Feather/Teardrop Flag (\$25 fee) A-Frame Other _____

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

Describe sign location and how it is to be displayed:

APPLICANT SIGNATURE

DATE