



# TEMPORARY SIGN PERMIT APPLICATION COMMUNITY/NONPROFIT EVENT

Department of Community Development  
8040 S. 6<sup>th</sup> 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.
- 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) 766-7000 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):

\_\_\_\_\_ State Street &  
 Address where it will be displayed (If needed, use back of application for additional locations): **SIGNS CANNOT BE DISPLAYED IN THE PUBLIC RIGHT-OF-WAY.**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

\_\_\_\_\_  
DATE