TEMPORARY SIGN
PERMIT APPLICATION

Temporary Signs in the City of Oak Creek require a permit issued by the Department of Community Development prior to installation per Section 17.0605(a)(1) of the Zoning Code. Temporary signs may be displayed for a maximum of 14 continuous days with an approved permit. Requests for display periods longer than 14 days, but no more than 30 days, may be approved by the Director on a case-by-case basis. A maximum of three (3) display periods may be approved per single tenant property per calendar year, and one (1) display period shall be permitted per multitenant building per calendar year. Questions may be directed to the Department of Community Development at (414) 766-7002.

Instructions - Submit a complete application package a minimum of ten (10) days prior to the proposed installation date of the sign. A permit application package must be submitted for each sign requested (max. 1 display period per application). Complete packages must include:

1. This completed application form with fee ($55).
2. Written consent of the landowner or property management company.
3. A site plan showing the location of the proposed sign, including setbacks to property lines.
4. Sign graphics with dimensions.

Please print or type. Incomplete or illegible applications will be returned.

APPLICANT		LOCATION	
Name:		Address:	
Company/Organization:		Tax Key:	
Address:		Setbacks	Front/Street:
City, State, ZIP:			Side:
Phone:		**SIGN INSTALLER INFORMATION**	
Email:		Name:	
LANDOWNER / PROPERTY MANAGEMENT COMPANY		Company/Organization:	
Name:		Phone:	
Phone/Email:		Email:	
SIGN INFORMATION			
Date of Installation:	Date of Removal:		# of Days:
Sign Dimensions	Height:		Width:
	*Overall Height:		Area:
Sign Type	☐ Wall Mounted Banner		☐ Ground Mounted Banner

*Overall Height = the height of the sign as measured from the ground to the top of the tallest element.

Signature _____   Date _____

2023-12-29