



# TEMPORARY REAL ESTATE SIGN PERMIT APPLICATION

**Community Development**  
8040 S. 6<sup>th</sup> St.  
Oak Creek, WI 53154  
(414) 766-7002  
[www.oakcreekwi.gov](http://www.oakcreekwi.gov)

All [real estate signs](#) in the City of Oak Creek require a permit issued by the Department of Community Development prior to installation per [Section 17.0605\(a\)\(2\)](#) of the Zoning Code. Real estate signs may be displayed for a maximum of 90 continuous days with an approved permit. Requests for display periods longer than 90 days, but no more than 120 days, may be approved by the Director on a case-by-case basis. A maximum of two (2) display periods may be approved per property 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:	

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

Signature \_\_\_\_\_

Date \_\_\_\_\_