



Permit # _____
Parcel # _____
Fee: \$55

SHORT-TERM TEMPORARY USE PERMIT APPLICATION

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

Requests for short-term temporary uses must be submitted for approval to the Department of Community Development no less than ten (10) days prior to the proposed start date of the temporary use. Temporary uses are short-term activities, structures, or events on a parcel or parcels of land as allowed and regulated per the Zoning Code Tables 17.0304(b), 17.0304(c) and Section 17.0415.

The maximum period for short-term temporary use is fourteen (14) continuous days. Any request for a temporary use period in excess of fourteen (14) continuous days is considered a long-term temporary use and will require Plan Commission review and approval. A maximum of three (3) temporary use periods are allowed on a property per calendar year.

The following are required as part of the application package:

- Completed application form
- Payment
- Written consent from the owner of the property or properties on which the proposed use will occur (email will suffice).
- A written description of the proposed short-term temporary use or event including duration of the use or event, hours of operations, anticipated attendance, and any buildings, structures, signs, or attention-attracting devices used in conjunction with the event.
- A site plan showing the location of proposed structures (including on-site restrooms and trash receptacles), parking areas, activities, signs, and attention-attracting devices in relation to existing buildings, parking areas, streets, and property lines.

For more information, contact the Department of Community Development at (414) 766-7002 or view the Zoning Code online at www.oakcreekwi.gov.

Applicant Information			Property Owner Information		
Name:			Name:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:			Phone:		
Email:					
Temporary Use Information					
Location of Temporary Use:					
Date of Start:		Date of Removal:		# of Days:	
Hours of Operation:			Anticipated Attendance:		

 APPLICANT SIGNATURE

 DATE