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## **Zoning and Development Notification Sign Policy**

The purpose of the notification sign is to advise neighboring and nearby property owners about pending Zoning Petitions considered by the Plan Commission and/or Common Council.

### **Actions Requiring Sign Posting**

Applicants applying for one or more of the following actions shall be required to install and maintain a "Zoning Petition Pending" notification sign on the subject property:

- 1) **Conditional Use Permits and Planned Development Reviews**
- 2) **Zone Changes**

### **Posting Guidelines**

- 1) Notification sign to be placed by applicant/owner. Fee of \$25 for sign to be picked up at the Department of Community Development room 204.
- 2) Sign to be in place at least seven days prior to Plan Commission meeting.
- 3) Sign to be placed at least 3 feet but no more than 5 feet above sidewalk or street centerline grade and no more than 5 feet behind the sidewalk or street property line and not closer to 10 feet to a side lot line.
- 4) Signs shall not be posted on trees, utility poles, fences, or walls, unless the wall or fence is situated along the entire length of the front property line.
- 5) In instances where an existing building is on the front property line, sign may be placed in a front, street-level window or in the window of a door (likely to be in the central city area).
- 6) In instances where more than one street abuts the subject property, the sign shall be placed along the street on which the property is or will be addressed.
- 7) No landscaping, fences, or other obstructions should hinder the ability to see the sign or hinder traffic flow. No sign shall be placed in the vision sight triangle.
- 8) Groups of property adjacent to one another that are being considered under the same petition shall only be required to post a single sign unless directed otherwise from the Department of Community Development.
- 9) The applicant shall confirm with Department of Community Development staff that the sign has been installed on the site prior to the public hearing.
- 10) The applicant shall maintain the sign in good order until the sign is required to be removed. The status of the sign should be checked frequently and fallen or destroyed signs immediately replaced.
- 12) Failure to post and maintain such notices as prescribed above may be considered as sufficient cause to defer the hearing on the pending application and forfeiture of fee.