



City of Oshkosh General Application

SUBMIT TO:
Dept. of Planning Services
215 Church Ave., P.O. Box 1130
Oshkosh, WI 54901
Room 204
PHONE: (920) 236-5059
Email: planning@oshkoshwi.gov

****PLEASE TYPE OR PRINT USING BLACK INK****

APPLICANT INFORMATION

Petitioner: _____ Date: _____

Petitioner's Address: _____ City: _____ State: _____ Zip: _____

Telephone #: () _____ Email: _____ Contact preference: Phone Email

Status of Petitioner (Please Check): Owner Representative Tenant Prospective Buyer

Petitioner's Signature (required): _____ Date: _____

OWNER INFORMATION

Owner(s): _____ Date: _____

Owner(s) Address: _____ City: _____ State: _____ Zip: _____

Telephone #: () _____ Email: _____ Contact preference: Phone Email

Ownership Status (Please Check): Individual Trust Partnership Corporation

Property Owner Consent: (required)

By signature hereon, I/We acknowledge that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect or gather other information necessary to process this application. I also understand that all meeting dates are tentative and may be postponed by the Planning Services Division for incomplete submissions or other administrative reasons.

Property Owner's Signature: _____ Date: _____

TYPE OF REQUEST:

- Access Control Variance
- Easement
- Privilege in Street (identify) _____
- Land Acquisition
- Land Disposition
- Special Area Design Review
- Other (identify) _____

SITE INFORMATION

Address/Location of Proposed Project: _____

Proposed Project Type: _____

Current Use of Property: _____ Zoning: _____

Land Uses Surrounding Your Site: North: _____

South: _____

East: _____

West: _____

- **Application fees are due at time of submittal. Make check payable to City of Oshkosh.**
- **Please refer to the fee schedule for appropriate fee. FEE IS NON-REFUNDABLE**

SUBMITTAL REQUIREMENTS – Must accompany the application to be complete.

(Submit only digital files. If file size exceeds 10 mb, please send through a file transfer. Please note at the discretion of Community Development staff may request a hard copy)

➤ **A narrative of the proposed request / project including:**

- Proposed use of the property
- Existing use of the property
- Identification of structures on the property and discussion of their relation to the project
- Projected number of residents, employees, and/or daily customers.
- Proposed amount of dwelling units, floor area, landscape area, and parking area expressed in square feet and acreage to the nearest one-hundredth of an acre.
- Effects on adjoining properties to include: noise, hours of operation, glare, odor, fumes, vibration, etc.
- Surrounding land uses
- Compatibility of the proposed use with adjacent and other properties in the area.
- Traffic generation
- Any other information pertinent to adequate understanding of the intended use and its relation to nearby properties

➤ **A complete site plan including: (as may be appropriate per your request)**

- Digital plans and drawings of the project
- Title block that provides all contact information for the petitioner and/or owner, if different
- Full name and contact information of petitioner's engineers/surveyors/architects, or other design professionals used in the plan preparation
- The date of the original plan and latest date of revision to the plan
- A north arrow and graphic scale. Said scale is not to be smaller than one inch equals sixty feet (1"=60') unless otherwise approved by the Department of Community Development prior to submittal
- All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled
- All required building setback and offset lines
- All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, walls
- Location of all outdoor storage and refuse disposal areas and the design and materials used for construction
- Location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided per the requirements of Section 30-75 City of Oshkosh Zoning Ordinance
- Location and dimension of all loading and service areas on the subject property
- Location, height, design, illumination power and orientation of all exterior lighting on the property including a photometrics plan
- Location of all exterior mechanical equipment and utilities and elevations of proposed screening devices where applicable (i.e. visible from a public street or residential use or district). Mechanical equipment includes, but is not limited to; HVAC equipment, electrical transformers and boxes, exhaust flues, plumbing vents, gas regulators, generators
- Any other necessary information as determined during pre-submittal meeting with City staff

Planning Staff may waive certain requirements if deemed not applicable to the project review

I hereby certify that to the best of my knowledge all required application materials are included with this application. I am aware that failure to submit the required completed application materials may result in denial or delay of the application request.

Applicant's Signature (required): _____

Date: _____