



Signs, Canopies, Awnings- Zoning Code Requirements

City of Oshkosh Planning Services Division

Zoning Code Guide:

This guide was developed to help direct you through the zoning process. Following the steps below will help to eliminate possible delays in obtaining your zoning permit approval.

1. Provide a Site Plan

The plans shall be drawn at 1 inch = 20 feet or larger scale and shall include the following (see the sample site plan). Blank site plans may be purchased at the Planning Services counter for a fee. Please include on your site plan:

- All existing structures on site.
- Property lot lines.
- Location of proposed structure(s).
- Dimensions of proposed structure(s).
- Distance (setbacks) proposed structure(s) are from property lines and other structures.
- Location, dimension and purpose (i.e. water, sewer, etc.) of all known easements.

2. Other Information

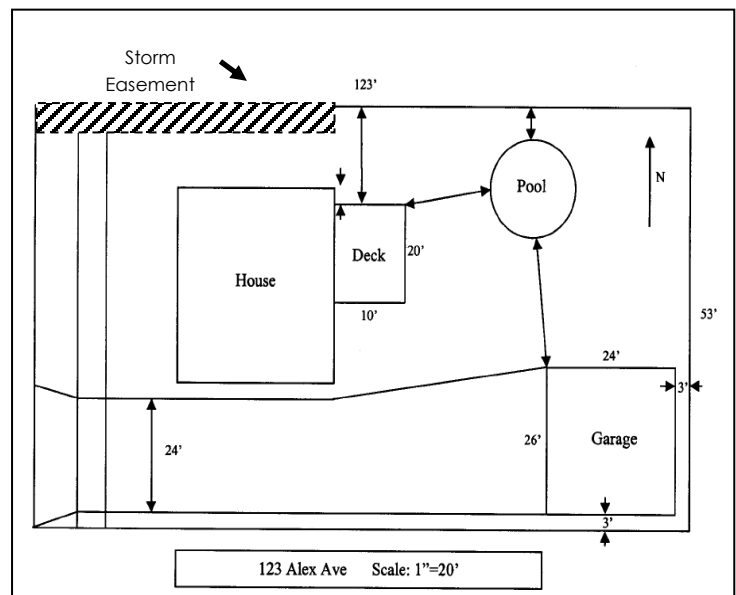
With the site plan other information that may be required :

- Materials used
- Height of structure(s)
- Elevations (if applicable)

3. Apply for the Permit

Please plan ahead to apply for your permit. We suggest that you apply for the permit 2 weeks prior to wanting to start construction. The Planning Services Division is located at 215 Church Ave, Oshkosh Room 204, Level 2 and open Monday– Friday 8am to 4:30pm.

Sample Site Plan



If you have questions please feel free to contact the
Planning Services Division at (920) 236-5059.

Web Site: www.ci.oshkosh.wi.us



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Ground Mounted Signs:

Provide the following information:

- Scaled site plan showing the location of all existing and proposed ground mounted signs. The signs must be shown in plan view to properly represent their location and distances to property lines.
- setback dimensions to all property lines.
- Location of the proposed sign in relation to the parking lot, parking stalls and buildings.
- Size of the property (total square footage).
- All design information for each proposed sign including:
 - Overall Height
 - Size of the signage
 - State if it's illuminated or non-illuminated
 - Foundation and connection details (Pylon signs are required to be designed by a licensed WI architect and/or engineer and the plans are required to be stamped.)
 - Post/Pole Details
 - Connection details of the sign panels to the building structure
 - UL numbers
- A summary of existing and proposed ground mounted signs including:
 - Total square footage (both/all sides) of each existing ground sign and all proposed signs.
 - Cost of signage and installation

Wall Signs:

(Signs that do not project more than 18" from the face of the building.)

Provide the following information:

- Scaled elevation drawing of each wall where a sign is proposed to be installed including:
 - Overall dimensions of each wall
 - Proposed signs must be shown on each elevation to scale, dimensioned, proposed copy and in the location they are proposed to be installed.
 - Existing signs must also be shown on each elevation to determine the total square footage on the elevation.
- Summary of wall signage for each elevation that signage is being requested.
 - Provide the size of each existing and proposed sign and the total square footage of the wall affected. (Wall area is defined as the area from the grade level to the underside of any roof overhang or to the top of any parapet walls.)
- Indicate whether the signage is illuminated or non-illuminated.
- Provide UL numbers for illuminated signage.
- Cost of Signage Installation.



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Projecting Signs, Canopies & Awnings: (Those which project more than 18;" from the front face of the building.)

Provide the following information:

- Scaled site plan showing the following:
 - Height of the sidewalk, grade
 - Size, dimensions and square footage
 - Projection dimension from the face of the building
 - Width of the public sidewalk from building or property line to the back side of the street curb for signs projecting over the public sidewalk
 - Sign copy and size for awnings and canopies
- Note if the sign is illuminated or non-illuminated
- Cost of the signage, canopy or awning and installation

In addition to the above listed requirements, any sign/canopy/awning proposed to extend over a public sidewalk/right-of-way is required to schedule a pre-submittal meeting with the Development Review Coordinator prior to filing the application for a building permit. The pre-submittal meeting will outline the overall review process, timeline, and details needed for processing an application. The following departments are involved with sign/canopy/awning requests extending over the public sidewalk/right-of-way:

- City Attorney's office (draft encroachment agreement between property owner & City of Oshkosh)
- City Clerk's office (review insurance & bonding requirements)
- Department of Public Works (review placement & potential conflicts with streetscaping)
- Inspection Services Division (review connection details)
- Zoning (review placement & aesthetic standards)

Upon completion of the pre-submittal meeting, the application will follow the established Site Plan Review Committee meeting schedule which generally occurs 7 to 12 working days after receipt of an application. Please be aware additional time may be needed for the property owner to gather proper signatures to finalize the required encroachment agreement.

Contact the Development Review Coordinator @ 920-236-5059 or tmuehrer@ci.oshkosh.wi.us to schedule a pre-submittal meeting and start the application process.

Temporary/ Portable Signs/ Banners:

This type of signage proposed to be installed on the ground or attached to existing sign poles, parking lot lights, etc. must submit the same information as ground mounted signs. This type of signage installed on a building must submit the same information as required for wall signs. In addition, we will need to know the period of time (date range) these signs are proposed to be displayed, as temporary signage is limited to three 30-day periods per calendar year.