



PAYABLE TO:  
CITY OF OSHKOSH

RETURN APPLICATION, SITE PLAN & FILING FEE TO 215 CHURCH AVE, OSHKOSH, ROOM 204.

**TEMPORARY USE PERMIT**  
Article III Administration Section 30-709

Date \_\_\_\_\_

Petitioner \_\_\_\_\_

Petitioner's Address \_\_\_\_\_

Petitioner's Email \_\_\_\_\_ Phone( ) \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Owner (If Not Petitioner) \_\_\_\_\_

Owner's Address \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Phone( ) \_\_\_\_\_

**LOCATION OF PROPOSED ACTIVITY** \_\_\_\_\_

**DESCRIBE PROPOSED ACTIVITY:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DATE(S) OF PROPOSED ACTIVITY:** \_\_\_\_\_ **TO** \_\_\_\_\_

**Note:** Each submittal shall include a complete reproducible site plan, including but not limited to, all structures, parking, landscaping, lot lines, topographic lines, floodway and floodfringe lines, streets, and other manmade or natural features associated with the site, with a north arrow and scale, and distances noted therein. Signs cannot be placed in the right-of-way or vision triangle areas.

**(CITY USE ONLY)**

\_\_\_\_\_ **Approved**

\_\_\_\_\_ **Denied**

\_\_\_\_\_ **Approved With Conditions**

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Dept of Community Development Staff

(1 copy to applicant; original filed in planning dept)  
8/96; 1/2002; 03/2016; 01/2017; 3/2025 temp prmt

**SECTION 30-709      TEMPORARY USE PERMITS**

(A) Standards

- (1) No temporary use of a structure or site shall be commenced without a temporary use permit first being applied for and issued by the Zoning Administrator.
- (2) All temporary uses of a structure/property shall comply with all underlying district standards of the zoning district, excluding off-street parking regulations in which the temporary use is located.
- (3) All temporary uses shall not exceed ninety (90) days within a calendar year with said temporary use being discontinued immediately upon expiration of the temporary use permit, except for temporary green houses which may be permitted for one hundred twenty (120) days within a calendar year.
- (4) Temporary uses include, but are not limited to: temporary signs, tents greater than two hundred (200) square feet in area, outside sales activities, fireworks stands, Christmas tree sales and other uses/structures which are of a temporary nature (excluding rummage sales) and which are allowed by the underlying zoning district uses/standards where the temporary use is located. Signs for the temporary use are considered a part of the use and shall be covered by the same permit.

Temporary use permits would not be required for the placement of products on the exterior of buildings or structures, when such placement is in conjunction with the principal use of the premises. Temporary use permits would be required, however, for independent vendors who for a short period of time place products on the premises for outdoor sales unrelated to the principal use of the premises.

- (5) All required minimum dimensional standards of the underlying zoning district apply to the placement of any temporary structure/use.
- (6) All temporary use permit applications must be accompanied by information as required by Section 30-709.