



City of Oak Creek

Notice of Sign Appeal & Application for Review Before the Plan Commission

File Number: _____
Date Filed: _____
Hearing Date: _____
Date Mailed: _____
\$100 Filing Fee: _____

APPELLANT

Name: _____
Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____
Fax: _____
E-mail: _____

APPELLANT IS REPRESENTED BY

Name: _____
Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____
Fax: _____
E-mail: _____

Note: Representative's address will be used for all official correspondence.

PROPERTY INFORMATION

Property Address: _____
Tax Key Number: _____
Property Owner's Address: _____
Current Zoning: _____
Property Owner: _____

APPEAL INFORMATION

Has a previous appeal or application ever been made with respect to this property? Yes No

If yes, please state the date and nature of previous appeal or application: _____

Purpose & Grounds for Appeal or Application

Please check below the relief requested by this appeal or application:

- REQUEST FOR INTERPRETATION OF ZONING ORDINANCE AND REVERSAL OF ORDER, REQUIREMENT, DECISION, OR DETERMINATION OF ADMINISTRATIVE OFFICIAL. Attach separate sheet listing reasons why you claim this order, requirement, decision or determination is erroneous
- REQUEST FOR VARIANCE. Attach separate sheet explaining the following:
 1. Variance requested.
 2. What special conditions exist which will cause practical difficulty or unnecessary hardship if the variance requested is not granted.
 3. Why variance requested is not contrary to the public interest and will not endanger public safety and welfare.
 4. Why variance requested will be in accord with the spirit of the zoning ordinance.
 5. How the variance, if granted, will cause substantial justice to be done.
- OTHER. State relief requested and attach a separate sheet listing reasons why the appellant is entitled to such relief.

Each sign appeal or application must be accompanied by the following

- A scaled site plan depicting the location of the proposed sign, all buildings, parking areas, adjacent roads and other site features.
- Scaled elevation drawings (if variance is for a wall sign) showing the entire building and proposed sign location(s).
- A sign drawing listing the materials, color, dimensions, sign area, method of illumination, and any other sign details
- A letter outlining the request and why you feel it should be granted (see above for details)
- Any other information you feel will help the Plan Commission make their decision
- A CD ROM with all plans, photographs, and supporting documents on it. The City prefers that plans are in a format that can be read by AutoCAD (Image files and Adobe PDF format are also acceptable for certain submittal materials. However site, landscaping, and building plans must be in an AutoCAD compatible format).

I hereby swear that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.

Signature of Appellant: _____ Date: _____

I hereby concur with this submittal of the application for review. (Required if property owner is different than appellant)

Signature of Property Owner: _____ Date: _____