

## Process to obtain a temporary use permit.

- Because of the uniqueness of temporary uses, we are only **one application is required per applicant**. Please note that the applicant does not have to be the property owner; however, the property owner(s) will need to sign the application if an agent is applying on their behalf.
- All parcel numbers must be listed on the application
- Applicants are required to contact the County Sheriff's Department and the County Health Department regarding their proposed use(s). Any approvals required by these departments must be obtained **prior** to applying for the County Zoning temporary use permit. Zoning Staff will verify approvals or confirmation of contact with these departments at the time of permit review.
  - ✓ Sheriff Dept. Contact – Timothy DalleNogare (920) 236-7335
  - ✓ Health Dept. Contact – Anne Boyce (920) 232-3011
- Special Standards form
  - ✓ after you have read the special standards related to your particular event/activity, initial each condition indicating you have read and understand the requirements
  - ✓ on a separate paper explain how you plan to implement and meet all the requirements for your event/activity
- Site plan – indicate on your site plan (see the sample site plan):
  - ✓ the setbacks from the exterior lot lines
  - ✓ indicate where each activity/condition will be addressed
  - ✓ do not use an aerial view map for the site map
- Submit the following to the Zoning Department:
  - ✓ a completed Temporary Use Permit Application
  - ✓ the Property Owner Signatures for each parcel indicated on the application
  - ✓ the completed Special Standards form (initialed appropriately)
  - ✓ a clear completed site plan
  - ✓ a check for \$15.00
- Submittal Address: Winnebago County Zoning Department  
Temporary Use Permit  
PO Box 2808  
Oshkosh WI 54903-2808

Zoning Department  
P.O. Box 2808  
Oshkosh, WI 54903-2808

Check or Money Order payable to: Winnebago County Zoning  
**FEE: \$15.00**

**APPLICATION FOR  
TEMPORARY USE PERMIT**

APPLICATION # \_\_\_\_\_

Receipt #: \_\_\_\_\_

(Please print or type. Please use black ink for duplicating purposes.)

**Agent / Applicant:**

A-1 NAME \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Permission is hereby granted for appropriate County Staff to enter upon the property for conducting inspections to determine compliance with the terms and conditions, if any, of the temporary use approval. Said permission is to remain in force as necessary for County Staff to confirm compliance with any necessary conditions of approval or special standards.

APPLICANT'S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

**\*\* If applicant / agent is not the property owner, the property owner's signature is required on attached sheet. \*\***

**Property Information:**

B-1 Tax Key/Parcel(s) #: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

B-2 Location (address of property) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proposed Use Information**

C-1 Name of Event: \_\_\_\_\_

C-2 Date(s) Requested: \_\_\_\_\_

C-3 Type of Activity Requested (may include more than one):

\_\_\_ Farmers Market                      \_\_\_ General Outdoor Sales                      \_\_\_ Special Event

\_\_\_ Special Event of Regional Significance (SERS)

\_\_\_ Camping for SERS                      \_\_\_ Concessions for SERS                      \_\_\_ Parking for SERS

\_\_\_ Other: \_\_\_\_\_

**Please check with the Town, Winnebago County Health Department, and Winnebago County Sheriff's Department to obtain any necessary permits.**

**PROPERTY OWNER SIGNATURES**

Signature below indicates permission is hereby granted for appropriate County Staff to enter upon the property for conducting inspections to determine compliance with the terms and conditions, if any, of the temporary use approval. Said permission is to remain in force as necessary for County Staff to confirm compliance with any necessary conditions of approval or special standards.

Parcel Number(s): \_\_\_\_\_

Owner #1 Name (printed): \_\_\_\_\_

Owner #1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

Signature below indicates permission is hereby granted for appropriate County Staff to enter upon the property for conducting inspections to determine compliance with the terms and conditions, if any, of the temporary use approval. Said permission is to remain in force as necessary for County Staff to confirm compliance with any necessary conditions of approval or special standards.

Parcel Number(s): \_\_\_\_\_

Owner #2 Name (printed): \_\_\_\_\_

Owner #2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

Signature below indicates permission is hereby granted for appropriate County Staff to enter upon the property for conducting inspections to determine compliance with the terms and conditions, if any, of the temporary use approval. Said permission is to remain in force as necessary for County Staff to confirm compliance with any necessary conditions of approval or special standards.

Parcel Number(s): \_\_\_\_\_

Owner #3 Name (printed): \_\_\_\_\_

Owner #3 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

Signature below indicates permission is hereby granted for appropriate County Staff to enter upon the property for conducting inspections to determine compliance with the terms and conditions, if any, of the temporary use approval. Said permission is to remain in force as necessary for County Staff to confirm compliance with any necessary conditions of approval or special standards.

Parcel Number(s): \_\_\_\_\_

Owner #4 Name (printed): \_\_\_\_\_

Owner #4 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

## TEMPORARY USE PERMIT APPLICATION – SPECIAL STANDARDS

Please provide a written account of your proposed use and site plan indicating how the standards below will be met. Place your initials on the line(s) by the applicable special standards to acknowledge compliance requirements as listed under even the event.

### ❖ Farmers market

- \_\_\_\_\_ **Hours of operation.** The display of products and sales shall only occur between the hours of 8:00 a.m. and 30 minutes past sunset.
- \_\_\_\_\_ **Removal and clean up.** Within 24 hours following the close of the farmers market, all features solely associated with the farmers market shall be removed and all trash and debris shall be removed.

### ❖ General outdoor sales

- \_\_\_\_\_ **Duration of use.** A parcel of land shall be used for general itinerant outdoor sales for no more than 12 days in a calendar year.
- \_\_\_\_\_ **Hours of operation.** The display of products and sales shall only occur between the hours of 9:00 a.m. and 30 minutes past sunset.
- \_\_\_\_\_ **Removal and clean up.** Within 24 hours following the termination of the sale, all features associated with the sale shall be removed and all trash and debris shall be removed.

### ❖ Special event of regional significance – “SERS” (A Conditional Use Permit is also required for this use)

- \_\_\_\_\_ **Sanitation.** The operator shall comply with sanitation requirements as may be established by the Winnebago County Health Department.
- \_\_\_\_\_ **Setbacks.** A SERS must occur within the bounds of the property or properties approved for such use provided that vision clearance is maintained at the intersection of roadways.
- \_\_\_\_\_ **Removal and clean up.** Within 7 days following the termination of this use, all features associated with this use and trash and debris of all kinds shall be removed from the site.
- \_\_\_\_\_ **Traffic.** The operator shall comply with traffic requirements as may be established by the Winnebago County Sheriff’s Department or the Town.

### ❖ Camping, concessions, and parking for a special event of regional significance (SERS)

- \_\_\_\_\_ **Applicability.** This type of camping, concessions, and parking shall only occur in conjunction with a special event of regional significance (SERS) as recognized by the Planning and Zoning Committee.
- \_\_\_\_\_ **Setbacks.** Camping, concessions, and/or parking for a SERS must occur within the bounds of the property or properties approved for such use provided that vision clearance is maintained at the intersection of roadways.
- \_\_\_\_\_ **Removal and clean up.** Within 24 hours following the termination of this use, all features associated with this use and trash and debris of all kinds shall be removed from the site.
- \_\_\_\_\_ **Sanitation.** The operator shall comply with sanitation requirements as may be established by the Winnebago County Health Department.
- \_\_\_\_\_ **Duration of use for special event camping.** Camping shall be permitted no more than 5 days prior to the official start of the SERS and no later than 5 days after the official close of the event.
  - \_\_\_\_\_ **Duration of use for special event concessions.** Concessions shall be operated no more than 8 hours prior to the official start of the SERS and no later than 8 hours after the official close of the event.
  - \_\_\_\_\_ **Duration of use for special event parking.** Parking shall be permitted no more than one day prior to the official start of the SERS and no later than one day after the official close of the event.

### ❖ Special event – includes camping, concessions, and parking for individual event

- \_\_\_\_\_ **Sanitation.** The operator shall comply with sanitation requirements as may be established by the Winnebago County Health Department.
- \_\_\_\_\_ **Setbacks.** A special event and camping, concessions, or parking occurring in relation to a special event must occur within the bounds of the property or properties approved for such use provided that vision clearance is maintained at the intersection of roadways.
- \_\_\_\_\_ **Duration of use.** Special event camping and parking shall be permitted no more than 1 day prior to the official start of the special event and no later than 1 day after the official close of the event. Special event concessions shall be operated no more than 8 hours prior to the official start of the special event and no later than 8 hours after the official close of the event.
- \_\_\_\_\_ **Removal and clean up.** Within 24 hours following the termination of this use, all features associated with this use and trash and debris of all kinds shall be removed from the site.

# TEMPORARY USE PERMIT APPLICATION – EXAMPLE SITE PLAN

\*\*If the proposed activities occur on multiple parcels under the same applicant, the required setbacks to the shared property lines may be ignored.

