

How and where do I file a complaint?

If there is a zoning-related concern that you would like to bring to the attention of City staff, you may voice your concern in the following ways:

- Visit the Planning Services counter. (City Hall room 204)
- Email to planning@ci.oshkosh.wi.us.
- Call the Planning Services office. (920-236-5059)
- Submit an online complaint form on the Planning services webpage by navigating to the "Zoning Complaints" link.



City of Oshkosh

ZONING CODE ENFORCEMENT



- Community Development
- Planning Services
- Zoning Ordinance/Maps
- Application/Brochures
- Division Fee Schedule
- Meeting Schedules/Deadlines
- Online Site Plan Submittal
- Boards and Commissions
- Housing Rehabilitation
- Neighborhoods
- Plans
- Staff Directory
- FAQs
- Zoning/Land Use Complaint Form**
- Property Information

Planning Services

News:

- [Comprehensive Plan Draft Update](#)
- [What are those Lakeflies popping up around town? Video | Map](#)
- [William Waters Plaza Re-imagined](#)
- [Imagine Oshkosh a Master Plan For Our City Center](#)
- [Rock the Block Oshkosh](#)
- [Housing Rehabilitation](#)

Mission Statement:

It is the mission of the Planning Services Division to advise the City Manager, Common Council, Boards and Commissions and community stakeholders on land use issues that impact community growth and redevelopment. The Planning Services Division is responsible for helping to implement and maintain the City's Comprehensive Plan and Zoning Ordinance and other related community planning documents.

Community planning activities include short and long-range planning, site plan review, historic preservation, housing and neighborhood development, economic development, sustainability, transportation and mobility, arts and beautification, and urban design. As such, Planning Services staff act as staff liaison for City

City of Oshkosh

Department of Community Development
Planning Services Division
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Oshkosh, WI 54903-1130

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Fax: 920-236-5053

E-mail: planning@ci.oshkosh.wi.us

City of Oshkosh
Planning Services

Purpose

Planning Services engages in code enforcement initiatives in an effort to protect and enhance the quality of life, health, safety, morals, comfort, convenience, and general welfare of the public by upholding the City's municipal code, specifically the Zoning Ordinance (Chapter 30).

Common Violations/Concerns

1. **Building/construction** without a permit
2. **Exterior maintenance of structures**
3. **Illegal off-street parking** (on-street complaints are handled by the Oshkosh Police Dept.)
4. **Illegal structures**
5. **Illegal surfacing** (e.g. pouring/expanding gravel areas)
6. **Inoperable/unregistered vehicles or parts**
7. **Prohibited land use** (e.g. commercial use in residential district)
8. **Prohibited outdoor storage**
9. **Prohibited signage**
10. **Prohibited vehicles/equipment**

Zoning Inspections

Complaint-driven Inspections

Planning staff conducts property inspections initiated by complaints received from the public (phone, email, counter visit, complaint form) or City staff members. These inspections are typically conducted within one week of receipt of the complaint, depending on time availability of staff.

Proactive Inspections

Proactive inspections are systematically conducted throughout the City. These inspections are carried out as permitted by weather in spring, summer, and fall.

** All inspections are performed from a public right-of-way (street/sidewalk) unless permission is given from the complainant to use their property to view the violation.*

Code Enforcement Process

Step 1

Staff inspects the property. If a violation is present, a "Code Violation Initial Notice" is sent to the property owner requiring them to correct the violation by a given compliance date. Compliance dates vary based on type of violation and complexity (typically 1 week or 1 month).

Step 2

After the compliance date has passed, staff conducts a re-inspection of the property. If the violation is still present, a service fee may be charged to the property owner (see below for service fee amounts) and a "Code Violation Follow-up Notice" is sent, again requiring the violation to be corrected.

2nd inspection service fee: \$50.00
3rd inspection service fee: \$100.00
Subsequent inspection service fees: \$200.00

Step 3

If the violation has not been corrected after multiple inspections and notices to the property owner, staff may issue a citation to the property owner which is processed through Winnebago County Circuit Court. Citation amounts may be up to \$232.00 per day for each day that the violation exists past the compliance date. Abatement of the violation may also be performed by the City in certain cases.

**For repeat violations, less compliance time may be given and citations/service fees issued sooner.*

**Please keep in mind that there is "due process" that must take place to allow time for violations to be corrected. Our goal is to achieve voluntary compliance and the City will work with responsible parties to meet compliance, which can result in longer timeframes.*