

WAUKESHA COUNTY DEPARTMENT OF PARKS AND LAND USE
PLANNING AND ZONING DIVISION
515 W. Moreland Blvd. Room AC230
Waukesha, WI 53188
Phone (262) 548-7790

Email pod@waukeshacounty.gov Website www.waukeshacounty.gov/planningandzoning

Application for Site Plan and Plan of Operation Approval

Fee Pd. \$ _____ ATF Y/N: _____ Receipt No. _____ SPPO File No. _____

Town _____ Section _____ Tax Key No(s). _____

Owner: _____ Applicant/Operator: _____

Daytime Phone No. () _____ Daytime Phone No. () _____

Email address and/or fax number if you would like a copy of the staff report forwarded to you:

To ensure there is an adequate amount of information and a sufficient amount of time for staff review, **one (1) complete electronic copy of ALL required materials**, including a **detailed and accurate** site plan or plat of survey (preferred) **drawn TO SCALE**, signage, lighting, grading plan, building plans, landscape plan, parking plan, loading, outdoor storage, waste disposal plan, well and septic, interior floor plan, etc. (**refer to Schedule of Materials attached**) must be submitted to the Planning and Zoning Division. **AN INCOMPLETE APPLICATION FORM OR MISSING INFORMATION WILL CAUSE DELAY IN THE REVIEW AND ISSUANCE OF THE PLAN OF OPERATION USE PERMIT, AND THE APPLICATION MAY BE RETURNED FOR ADDITIONAL INFORMATION.** No changes to the request may be made once the application packet is submitted for review. Changes will require a new application. The plans or maps shall be no larger than 11" x 17" in size, and shall not be faxed, or reduced or enlarged, unless to scale. Additional items may be required.

Name/Address of Business or Operation

Previous Operation Name/ File No./Owner (if applicable) _____

Refer to the Schedule of Materials attached for submission requirements. Request for (check all that apply):

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Site Plan | <input type="checkbox"/> New Building/Addition/Remodel | <input type="checkbox"/> New Owner/Operator |
| <input type="checkbox"/> Signage | <input type="checkbox"/> Lighting | <input type="checkbox"/> Off-Street Parking and Loading |
| <input type="checkbox"/> Commercial Boarding | <input type="checkbox"/> Piers/Docks/Moorings | <input type="checkbox"/> Food and Bar Service |
| <input type="checkbox"/> Expansion of/Change in Use | <input type="checkbox"/> Storage (interior/exterior) | <input type="checkbox"/> Special Events (interior/exterior) |
| <input type="checkbox"/> Other (specify) _____ | | |

Describe in detail the specific existing and proposed use(s):

Be sure to include any temporary uses and accessory uses (e.g., special events (inside/outside), bar/food service, vending/video/game machines, music/entertainment, boat rentals, gasoline sales, etc.). Provide a list of all items sold/produced on the property. List the square footage of all uses. You may attach additional pages.

Existing use(s):

Proposed use(s):

Other information:

Total Number of Employees _____ |No. Full Time _____ |No. Part Time _____ |No. Seasonal (specify) _____

Days and specific hours of operation

The undersigned owner hereby certifies that all of the above statements, information and attachments contained herein (site plan/survey, building plans, exhibits, etc.) are true and accurate to the best of his or her knowledge and belief. Failure to comply with the permit as issued will result in the revocation of the permit or other penalties. By signing this form, the owner or his/her authorized agent is giving their consent for the Dept. of Parks and Land Use to inspect the site as necessary and related to this application even if the property has been posted against trespassing pursuant to Wis. Stat.; and serves as your acceptance of the wetland statement included on your Property Owner letter issued with your permit, as applicable. **BOTH THE OWNER AND OPERATOR MUST SIGN THIS FORM OR THE APPLICABLE AUTHORIZED AGENT FORM.**

Owner Signature _____ **Date** _____ **Applicant/Operator Signature** _____ **Date** _____

Application for Site Plan and Plan of Operation Approval - Schedule of Materials

To ensure there is an adequate amount of information and a sufficient amount of time for staff review, **one (1) complete electronic copy of ALL required materials**, including a **detailed and accurate** site plan or plat of survey (preferred) **drawn TO SCALE**, signage, lighting, grading plan, building plans, landscape plan, parking, etc. (**refer to Schedule of Materials attached**) must be submitted to the Planning and Zoning Division. **AN INCOMPLETE APPLICATION FORM OR MISSING INFORMATION WILL CAUSE DELAY IN THE REVIEW AND ISSUANCE OF THE PLAN OF OPERATION USE PERMIT, AND THE APPLICATION MAY BE RETURNED FOR ADDITIONAL INFORMATION.** No changes to the request may be made once the application packet is submitted. Changes will require a new application. It is preferable the plans or maps be no larger than 11" x 17" in size, and shall **not** be reduced, enlarged or faxed. Submittal, and subsequent review, of this application may include a site inspection. Additional items may be required.

Site Plan/Plat of Survey (must include the property's legal description)

- Completed Application Form
- Dimensions and size of parcel
- Dimensions, locations and uses of all existing and proposed buildings and structures
- Streets/Rights-of-way/Easements (locations, platted widths, and center lines)
- Interior floor plan(s)
- Sign location and size (see signage section)
- Lighting location (see lighting section)
- Dumpster location, including screening
- Parking and Loading (see off-street parking/loading section)
- Storage areas (interior and exterior)
- Outside uses
- Fencing and/or Screening (include type and height)
- Surface Water Drainage Plan and Storm Water Retention Facilities, as applicable (to be approved by the Land Conservation Division), including the delineation of all impervious surfaces
- Grading plan
- Landscape plan
- Conservancy Wetland/100 Year Floodplain/Ordinary High Water Mark/PEC locations
- Well and Septic locations (unless served by public sewer and/or water)

New Building, Addition, or Remodeling

- Completed Application Form
- Site Plan/Plat of Survey
- Completed Zoning Permit Application, and Worksheets, if applicable
- One (1) copy of State Approved Building Plans, if applicable, including interior floor plan(s) and scaled elevation renderings
- Copy of Sanitary Permit or septic approval (unless served by public sewer)
- Copy of DNR well approval (unless served by public water)
- Copy of local Fire Inspection or Approval
- List of any chemicals, toxic or hazardous waste or solvents, or flammable materials stored on the site and how they are disposed of
- Copy of approved Stormwater and Erosion Control Permit
- Copy of Highway Access Permit

New Owner/Operator

- Completed Application Form
- Site Plan/Plat of Survey
- Copies of local, State, and/or Federal licenses/permits (i.e., liquor, restaurant, boarding, sellers, etc.)

Expansion of/Change in Use

- Completed Application Form
- Site Plan/Plat of Survey
- Interior Floor Plan(s)

Signage

Completed Application Form
Site Plan/Plat of Survey (delineate sign location and size)
Scaled rendering of the sign(s)
Elevation Rendering of Building (required for wall signs only)
Light Fixtures (catalog cut sheets) for illuminated signage
Temporary signage descriptions and locations for special events, etc. and dates of use

Commercial Boarding of Livestock

Completed Application Form
Site Plan/Plat of Survey (delineate site operational layout)
Interior floor plan(s)
Copy of approved Manure Management Plan from County LRD
Copy of Environmental Health Division approval (including site evaluation for stable operations)

Lighting

Completed Application Form
Site Plan/Plat of Survey (delineate lighting location(s) and types)
Elevation Renderings for wall mounted lighting, catalog cut sheets

Piers/Dockage/Moorings

Completed Application Form
Site Plan/Plat of Survey (delineate location and length of all piers, delineate mooring spaces, etc.). Refer to the pier/mooring requirements of the Ordinance.
Copy of DNR Permit(s)

Off-Street Parking and Loading

Completed Application Form
Site Plan/Plat of Survey (delineate number of parking and/or loading spaces, dimensions, accessible stalls, employee parking, screening, etc.). Refer to the off-street parking/loading sections of the Ordinance/Code.

Storage (interior and exterior)

Completed Application Form
Site Plan/Plat of Survey (delineate area to be used for storage)
Screening type for exterior storage (list size and type of material)

Special Events (interior and exterior)

Completed Application Form
Site Plan/Plat of Survey (delineate location of exterior events and any fencing)
Interior floor plan (delineate location of interior events)
Temporary signage descriptions and locations, and dates of use (refer to signage section above)
List and provide the dates of all events requested

Food and Bar Service

Completed Application Form
Site Plan/Plat of Survey (delineate location of exterior table seating and bar seating)
List of proposed food items/menu
Copy of restaurant license
Interior floor plan (delineate table locations, number of chairs, number of bar stools, etc.)

DESCRIBE YOUR PROPOSAL IN DETAIL (attach additional pages if necessary):
ADDITIONAL INFORMATION/NOTES RELATED TO YOUR REQUEST:

For Office Use Only

BA/CU File No. _____ Zoning District(s) _____ SFPO _____ CO CODE _____

Staff member initials receiving the application _____ Date _____ Town approval date _____

Complies with Town and County CDPs? Yes No