



VILLAGE OF SUSSEX  
PLAN OF OPERATION  
PROCEDURE LIST

\_\_\_\_\_   
Project Name

\_\_\_\_\_   
Tax Key #

Pre-application conference must be arranged with Jeremy Smith the Assistant Village Administrator. Please contact him at 262-246-5227.

Complete the following: Plan of Operation, Service Reimbursement Agreement, Emergency Contact and Wastewater Discharge Permit.

Submit 20 copies of the completed Plan of Operation and the following fees by the last business day of the month for consideration for the next Plan Commission Agenda. Please note that submitting by the deadline does not guarantee placement on the Plan Commission Agenda.

The following fees are required at the time of submittal:

- \_\_\_\_\_ Plan of Operation fee \$175.00
- \_\_\_\_\_ Conditional Use fee \$210.00

Please make check payable to: Village of Sussex (fees are non refundable)

NOTES:

Additional fees are required for building permits, review fees, or other items depending upon the nature of your request.

Contact Name\*: \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail: \_\_\_\_\_

\*this person will be notified of any meetings to attend regarding your request.

For office use only:

Meeting with Jeremy Smith on: \_\_\_\_\_

Received Plan of Operation and 20 copies on: \_\_\_\_\_

Fees received and paid on: \_\_\_\_\_

Copies stamped date of receipt and give to Linda S.

To be on the Plan Commission Agenda for: \_\_\_\_\_

Original forms to the following:

Service reimbursement \_\_\_\_\_

Emergency Contact to Sheriff Dept \_\_\_\_\_

Wastewater Permit to WWTP \_\_\_\_\_

Any outstanding fees owed on PROPERTY \_\_\_\_\_