



PLAN OF OPERATION

To be used for a business with new construction.

Is this request to be considered for a Conditional Use? _____ If yes, is this a new CU? _____

OR an amendment to an existing CU? _____

(Conditional Use Permits require a Public Hearing)

Address location of new construction _____

Tax Key # _____

Zoning: _____

1. Name of Business:

Business

Address

City, State, Zip

Phone #

Fax #

Email address

2. Business owner contact information:

Contact

Address

City, State, Zip

Phone #

Fax #

Email address

3. Building/Land owner contact information:

Contact

Address

City, State, Zip

Phone #

Fax #

Email address

4. Number of Employees/Shifts: _____

Employees

Shifts

5. Days of Operation:

Put an X in box that applies:

Hours
Open for business

Preparation/cleaning

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

6. Is this an extension of an existing operation? _____
7. On a separate sheet of paper explain your business use and/or the change to your business. Attach a list of all items to be sold, produced or stored on the premises.
8. Is a liquor license or any other special license to be obtained from the Village Board or State Licensing Agencies? _____ Do you need an Outdoor Establishment Permit? _____ Arcade permit? _____
 If yes, explain: _____
 If yes, please obtain and complete form.
9. If your proposed operation will utilize a liquor license, what types of entertainment are you proposing? _____
10. Do you feel there will be any problems such as odor, smoke or noise resulting from this operation? _____
 If yes, explain: _____

11. Dimensions and levels of all buildings:

	Dimensions	Levels	Square footage
Building 1	_____	_____	_____
Building 2	_____	_____	_____
Building 3	_____	_____	_____

Is the building(s) to be used for multi-tenant purpose? _____

12.	Lot size	Depth	Width	Area
	_____	_____	_____	_____

Above to be included on survey

13 Parking: Dimensions of parking lot _____
 Parking lot construction _____
 Type of screening: Fence _____ or Plantings _____
 Number of spaces needed per code _____ # of spaces for employees _____
Above to be included on site plan

14. Signs: Type: Free standing _____ Attached to building _____
 Lighted _____ Single or double faced _____
 Size _____ Location _____
Above to be included on sign plan

15. What security lighting are you proposing? (Please include on lighting plan)

16. Is there a need for outside storage? _____ If yes, explain:

17. Is a Highway access permit needed from the state or County Highway Departments? _____

If yes, please attach a copy of the secured permit.

What conditions has the State or County imposed upon your permit?

18. Is there a need for any special type of security fencing? _____

If yes, what type? _____

19. What provisions are you making for fire protection? _____

What provisions are your making for a sprinkler system? _____

Storage system? _____

Hydrant stand pipes? _____

Is there a fire lane shown on your site plan? _____

Explain: _____

20. Surface water drainage facilities and impervious areas, describe and/or include on site plan.

21. Did Wisconsin State Department of Industry Labor and Human Relations approve building plans?

_____ If yes, explain: _____

22. Please give a timetable for items to be completed:

Building construction _____

Paving _____

Landscaping _____

Occupancy _____

I have reviewed a copy of the Zoning Ordinance in the Village of Sussex and hereby agree to abide by the same, as well as any and all terms and conditions of any permit issued pursuant to this application.

I do swear to or affirm that all statements contained herein are true and correct to the best of our knowledge.

Name

Date

Title or Position



Information on Flood Plain Occupancy:

1. What is the flood plain elevation at the site? _____
2. Is the flood plain construction elevated or flood proofed? Elevated _____ Flood proofed _____
3. What is the elevation of the lowest floor of the structure? _____
4. What is the elevation of the land fill surrounding the structure? _____
5. Does the fill extend beyond the structure? _____
How far beyond the structure? _____ feet
6. Is dry land access provided? _____
7. If the structure is flood proofed, what flood proofing measures are used?

8. Certification of elevation or flood proofing must be provided by a licensed surveyor or registered Engineer.