



639 E. Green Bay Avenue • Saukville, WI 53080  
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[www.village.saukville.wi.us](http://www.village.saukville.wi.us)  
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## APPLICATION FOR PLAN OF OPERATION & SITE PLAN REVIEW

PLEASE TYPE OR PRINT CLEARLY. REMIT COMPLETED FORM WITH REQUIRED FEE.

Date: \_\_\_\_\_

### Owner/Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Other Contacts: Attorney, Broker, Bank, etc. - attach list (if applicable)

### Property Information

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

Zoning District: \_\_\_\_\_

Property Address: \_\_\_\_\_  
\_\_\_\_\_

### Plan of Operation

Business Name: \_\_\_\_\_

Address of Premises: \_\_\_\_\_

Description of Business Operation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Type: Retail \_\_\_\_ Commercial \_\_\_\_ Office \_\_\_\_ Manufacturing \_\_\_\_ Other (name) \_\_\_\_\_

New Use: \_\_\_\_\_

Days & Hours of Operation: \_\_\_\_\_

Total No. of Employees: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Seasonal \_\_\_\_\_

### Exterior

Any Outside Storage: \_\_\_\_\_ What will be stored and where \_\_\_\_\_

Screening Proposed - Attach Plan: \_\_\_\_\_

Lighting Proposed - Attach Plan: \_\_\_\_\_

Signage Proposed - Attach Plan: \_\_\_\_\_

### Parking/Loading

Expected no. of Trucks per Day \_\_\_\_\_ Expected No. of Autos per Day \_\_\_\_\_

Overnight Parking: No. of Trucks \_\_\_\_\_ No. of Autos \_\_\_\_\_ Equipment \_\_\_\_\_

No. of Off-street Parking: Employee \_\_\_\_\_ Visitor \_\_\_\_\_

Off-street Parking Spaces - Show on Site Plan

Off-street Loading Spaces - Show on Site Plan

Landscaping Plan - Show on Site Plan

**Other**

Production Materials Waste Method: \_\_\_\_\_

Dumpster - Show Location and Screening on Site Plan

Flammable Substance/Storage: \_\_\_\_\_ Where \_\_\_\_\_ Type of Container \_\_\_\_\_

Method of Building/Grounds Maintenance: \_\_\_\_\_

Method of Property Security: \_\_\_\_\_

**Commercial and Industrial Uses are subject to review by the Plan Commission and/or Community Development Authority/Industrial Review Committee at scheduled public meetings. Submittal requirements are available at Village Hall and on the Village website, [www.village.saukville.wi.us](http://www.village.saukville.wi.us) .**

Signature (Owner/Applicant) \_\_\_\_\_ Date \_\_\_\_\_

**Reimbursement of Development Expenses & Services**

The Village of Saukville has determined that whenever the services of the Village Planner, Engineer, Attorney, Building Inspector, or any other Village staff, as well as outside legal, planning, engineering, and other professional and technical advice results in a charge to the Village for professional time and services, the clerk shall charge such service fees incurred by the Village to the property owner even if the request is not approved.

I/we have been advised that if the Village Planner, Engineer, Attorney, Building Inspector, or any other Village staff provides services to the Village because of my/our activities, or outside professional and technical advice is required, whether at my/our request or the request of the Village, I/we shall be responsible for the fees incurred by the Village, even if my/our request is not approved.

Signatures: Property Owner: \_\_\_\_\_

Developer: \_\_\_\_\_

Date: \_\_\_\_\_

**For Office Use Only**

Submitted for Review on: _____	Zoning: _____
CDA/Plan Comm. Meeting Date: _____	Date Paid: _____
Approved by Zoning Administrator: ( Y/N) _____	Date: _____
Special Requirements: _____	
Approved/Declined: _____	Date: _____
Site Plans & Bldg Plans _____	<b>REQUIRED</b>
Copy to: Bldg Inspection _____ Police Dept. _____ Fire Dept. _____	