



639 E. Green Bay Avenue • Saukville, WI 53080
Ph: 262-284-9423 • FAX: 262-284-9527
www.villageofsaukvillewi.gov

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 _____

Location - Show on Site Plan

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.villageofsaukvillewi.gov

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 _____	REQUIRED
Copy to: Bldg Inspection _____ Police Dept. _____ Fire Dept. _____	