



VILLAGE OF VERNON – WAUKESHA COUNTY - WISCONSIN

W249S8910 Center Drive • Vernon, WI 53103

Phone: (262) 662-2039 • Email: clerk@villageofvernonwi.org • Website: www.villageofvernonwi.org

APPLICATION FOR SITE PLAN AND PLAN OF OPERATION APPROVAL

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

Village _____ 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 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):

- X Site Plan - New Building/Addition/Remodel - New Owner/Operator
Signage - Lighting - Off-Street Parking and Loading
Commercial Boarding - Piers/Docks/Moorings - Food and Bar Service
Expansion of/Change in Use - Storage (interior/exterior) - Special Events (interior/exterior)
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 Village of Vernon to inspect the site as necessary and related to this application even if the property has been posted against trespassing pursuant to Wis. Stat. 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 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.

X **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.)

