



Village of Kewaskum
204 First Street | PO Box 38
Kewaskum, WI 53040
Phone: 262-626-8484
www.village.kewaskum.wi.us

SITE PLAN & PLAN OF OPERATION

INSTRUCTIONS: Do not leave any lines blank; write "N/A" if question does not apply. This form must be accompanied by a detailed 11" x 17" Site Plan as described on the Project Review Checklist and any other supporting materials. Additional items may be requested by Planner, Engineer, DPW Director, or Village Administrator.

All Incomplete Applications will be REJECTED.

TYPE OF BUSINESS:

New Building New Tenant New Business Existing Business

REASON FOR APPLICATION:

Change in Ownership Change in Use* Change in Operations*

**Summarize proposed change:*

PROPERTY INFORMATION:

Address: _____

Tax Key: _____ Acres: _____ Zoning: _____

Owner: _____

BUSINESS INFORMATION:

Name: _____ Contact Person: _____

Mailing Address: _____

Phone: _____ Email: _____

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HOURS OF OPERATION & OPERATING SPECIFICS

Describe in detail the specific type of business operation (retail, restaurant, manufacturing, office, etc.). Include any temporary, accessory, and outdoor uses (storage, etc.). What items are sold or produced on the property? Explain your production process for the site.

Provide Days and hours of Business (actual business hours) and Operation (any hours staff on premises)

- a. Business Hours: M – F _____ Sat _____ Sun _____
- b. Operating Hours: M – F _____ Sat _____ Sun _____

Number of Employees (include owner)

- a. Full Time _____ Part Time _____ Seasonal _____
- b. How many staff are on site at a time? Min: _____ Max: _____

FOOD / BEVERAEGS / ALCOHOL

Will there be any service or sales of food, beverages, or alcohol on site? Yes No

If yes, answer the following:

- a. Staff service Vending machine Self-serve
- b. Table Seating Capacity: Inside: _____ Outside: _____ Bar: _____
- c. Quantity of Vending Machines: Food Soda Other

OUTDOOR USES

Is there any proposed outdoor storage? Yes No

- a. If yes, what and where? _____

Will there be any outdoor events? Yes No

- a. If yes, describe the types of events, parking accommodations, sanitary facilities, and delineate the locations of such events on the Site Plan to be submitted. Attach additional pages as needed.

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Will there be any customer storage/dockage? Yes No

- a. If yes, please indicate location on the Site Plan to be submitted.

Parking Lot(s):

- a. Dimensions _____
- b. Total number of spaces _____
- c. Number of Employee spaces _____

Is there any anticipated odor, smoke, dust, noise, etc. expected with this use? Yes No

- a. If yes, describe the types, duration, days and hours, and delineate the locations of such occurrences on the Site Plan to be submitted. Attach additional pages as needed.

Will there be any music or entertainment on the site? Yes No

- a. If yes, describe the types, duration, days and hours, and delineate the locations of such occurrences on the Site Plan to be submitted. Attach additional pages as needed.

Will there be any game machines on the site? Yes No

- a. If yes, describe the quantity and types, and delineate the locations of such machines on the Site Plan to be submitted. Attach additional pages as needed.

BUILDINGS

Building A

- a. Dimension & stories: _____
- b. Use: _____

Building B

- a. Dimension & stories: _____
- b. Use: _____

**Submit additional pages as necessary for more buildings*

LIGHTING (SUBMIT CUT-SHEETS)

Will there be any Outdoor Lighting? Yes No

- a. If yes, describe the quantity and types, and delineate the locations of such machines on the Site Plan to be submitted. Attach additional pages as needed.

SIGNAGE

Describe the quantity and types (attached, free-standing, monument, etc.) of any existing or proposed signage on the site, including whether signage will be illuminated, and delineate the locations of such signage on the Site Plan to be submitted. Attach additional pages as needed. ***NOTE: New signage requires a separate permit to be obtained from the Village Administrator.***

CHEMICALS OR HAZARDOUS MATERIALS

Are there any Chemicals Hazardous Waste, or Solvents stored on site? Yes No

- a. If yes, list those items and describe how they are disposed of. Attach additional pages as needed.

Is there any storage/sales of gasoline or other petroleum product? ___ Yes ___ No

- a. If yes, list those items and describe how they are disposed of. Attach additional pages as needed.

STORMWATER RETENTION, FLOW OF SURFACE WATER, AND AMOUNT OF IMPERVIOUS SURFACES

Are there surface water drainage facilities? ___ Yes ___ No

- a. If yes, please explain. Attach additional pages as needed.

REFUSE DISPOSAL

Are there dumpsters/waste containers on site? ___ Yes ___ No

- a. If yes, show location of dumpsters on Site Plan along with any screening.

PERMIT APPROVAL & ISSUANCE

Is a Highway Access Permit needed? ___ Yes ___ No

- a. If yes, provide date of issuance: _____

DNR Well approval (new construction only)

- a. Provide date of approval: _____

Has a Fire Department Inspection been conducted? ___ Yes ___ No

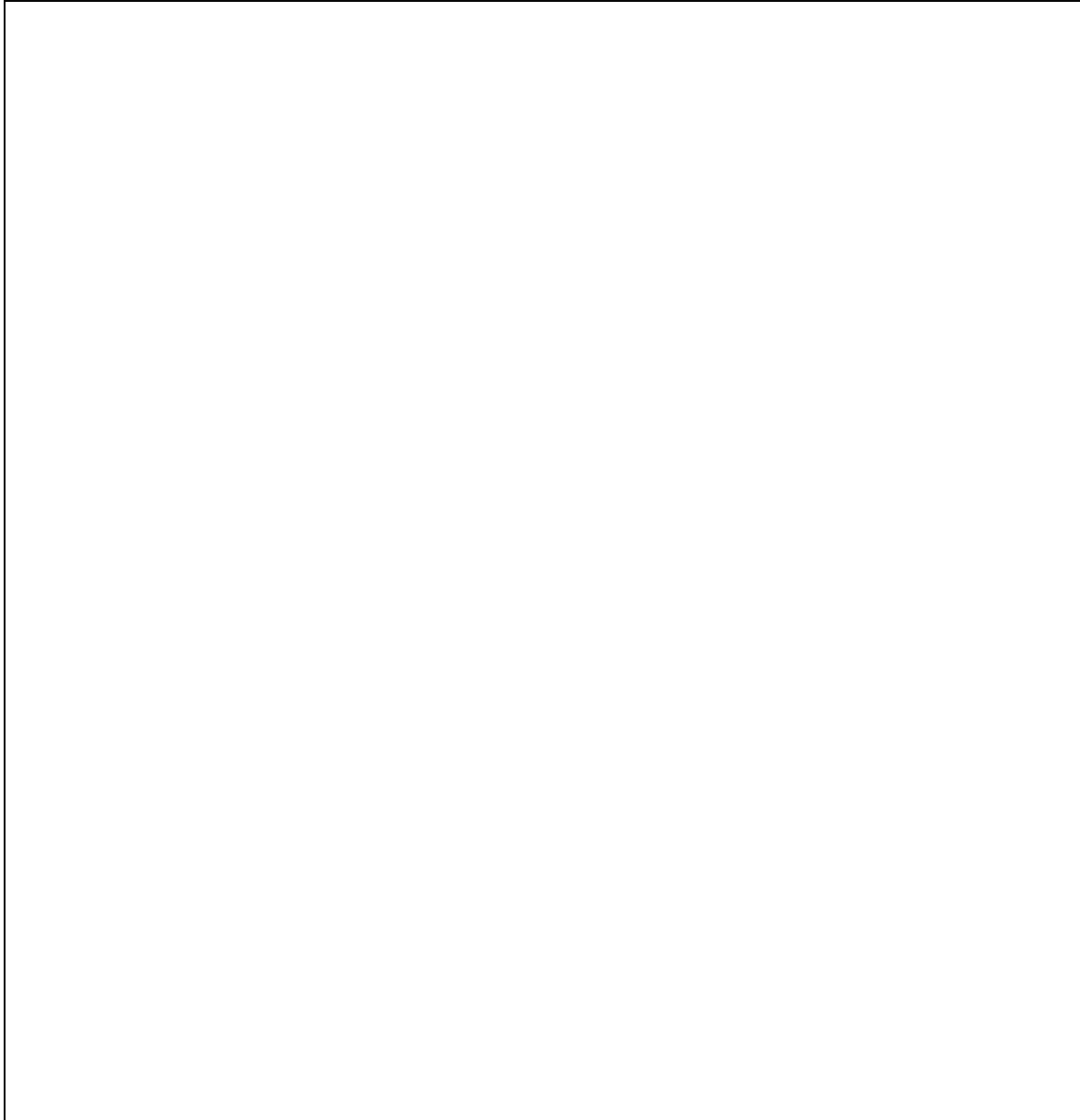
- a. If yes, provide date of passing inspection: _____

Will any security fencing be necessary? ___ Yes ___ No

- a. If yes, please explain and show location of fencing on Site Plan to be submitted.

ADDITIONAL INFORMATION

Please provide any additional information that may be helpful to understand the nature of your business. Additional pages may be attached as needed.

A large, empty rectangular box with a thin black border, intended for the user to provide additional information as requested in the text above. The box is currently blank.