

VILLAGE OF DOUSMAN
INFORMATION FORM

FOR REVIEW OF PLAN OF OPERATION APPROVALS AND CONDITIONAL USE APPLICATIONS
IN ALL BUSINESS AND MANUFACTURING DISTRICTS

Thank you for submitting this application to locate or expand your business within the Village of Dousman. Village officials appreciate the opportunity to work with you. The Village Plan Commission (and the Village Board for a Conditional Use) reviews each application with Village codes and makes sure the business is operated in the protection of all Village citizens, owners, businesses and visitors. To make the review and approval process easier to understand, you are encouraged to review the Village of Dousman Zoning Code and other municipal code sections for all standards that apply to the proposed business. Prior to submitting this form and other information for review, it is strongly suggested you discuss your proposal and the application criteria with the Village Building Inspector. For most applications the Building Inspector will answer your questions; however, for the more involved requests, the Building Inspector may refer your questions to others providing professional assistance to the Village. Please be aware that pursuant to Village code, you will be responsible for the fees of the Village Attorney, Village Engineer and Village Planner, for their assistance to the Village in the review and recommendations of your applications. You may be responsible for impact fees required by Village code, such as sewer and water residential equivalency charges. These fees and charges are designed to offset Village costs that in turn will maintain a lower Village property tax charged to you and all businesses.

A detailed site plan and/or floor plan with dimensions of all buildings, parking areas, location of utilities, signs, open spaces and landscaping areas, and other pertinent data and information as requested by the Village is to be submitted with all applications, along with exterior building materials. The Building Inspector will direct you with the types and numbers of plans to be submitted, depending upon the level of request.

1. Name of Business: _____

Address: _____

2. Brief Description of Business: _____

3. Name of Business Owner: _____

Address: _____

Daytime Telephone or Cell #: _____ Email: _____

4. Name of Property Owner (If different from Business Owner): _____

Address: _____

Daytime Telephone or Cell #: _____ Email: _____

5. Tax Key # of proposed Business property: _____

6. Legal Description of Property: (for Conditional Use request only; attach a full legal description or Plat of Survey with the description to this form if necessary; the description must not be the abbreviated version that appears on most property tax bills): _____

7. Zoning District of Property: _____

8. Name of business, address and city of nearest business operated by the owner, if applicable:

9. If this business is a relocation, please list the address and city of current location:

10. Identify the permitted use or conditional use category allowed by the zoning district that best fits the nature of the proposed business: _____

11. If proposed business will occupy existing space, list:

a. Level or levels of building to be occupied: _____

b. Total square footage to be occupied per level: _____

c. Number of exit doors immediately accessible to business, per level if necessary: _____

d. Number and size of loading doors and loading areas accessible to business: _____

e. Size, location, and type of any accessory structure(s) on the property:

f. Any other important business information: _____

12. Property size, for new construction or additions, or changes to outside features:

Depth: _____feet

Width: _____feet

Total Area: _____square feet

13. For new construction or additions, dimensions, levels and floor area of all buildings:

	Dimensions	Number of Levels	Floor Area
Building A			
Building B			
Building C			
Building D			

14. To ensure the proposed business safely operates in conformance with federal, state and Village requirements, the following information is requested:

Parking

- a. Number of on-site parking spaces available to business: _____
- b. Number of on-site parking spaces to be added: _____
- c. Is employee parking included in (a) above: YES _____ NO _____
If NO, where will employees park? _____
- d. Number and location of parking spaces available to the business on neighboring property via an easement or shared parking agreement (indicate property address(es) and provide copy of easement or agreement): _____
- Dimensions of parking lot: _____
- e. Number and location of parking spaces within 500 feet of business property:

Operation and employees (include business owner, manager, supervisor, etc. that works at site)

- a. Total number of employees: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours of Operation							
# of Employees							
# of Employee hours							
# of employees at maximum shift							

POSSIBLE SEWER AND WATER RESIDENTIAL EQUIVALENCY CHARGE (REC CHARGE) MIGHT BE REQUIRED

Business with Food Service and/or Beverage Service

(Grocery or other store that serve prepared foods for consumption on or off site should answer questions that apply, such as grocery salad bar or ice cream bar).

- a. Food and/or beverage Service: YES _____ NO _____ (if no skip to question 15)
- b. Type of Service (check all that apply)
 - ___ Sit-down
 - ___ Alcohol beverage as main business (with food: YES _____ NO _____)
 - ___ Alcohol beverage supplemental to food service
 - ___ Carry-out
 - ___ Drive-thru
 - ___ Off-site delivery
 - ___ Off-site catering

c. Describe type of food and or beverage service:

d. Square footage of service area: _____

e. Number of indoor seats: _____

f. Number of outdoor seats and where located: _____

g. Square footage of lobby waiting area: _____

h. Building code calculated maximum capacity: _____

i. If alcohol Beverage Service, do you have a liquor license: YES _____ NO _____

If no, do you intent to apply to the Village for a license: YES _____ NO _____

j. Are any other licenses needed from the Village or State of Wisconsin? YES _____ NO _____

k. Describe types of licenses and provide copy of license, or application to apply if needed:

l. Describe type and number of refuse containers and other measures to control external debris: _____

m. If business is served by Village sanitary sewer, is building or will be building have a grease trap: YES _____ NO _____ If no, why not _____

n. If business is served by on-site sewage disposal, such as septic system or holding tank, describe the frequency of maintenance/pumping: _____

o. Is business served by an on-site sewage disposal: YES _____ NO _____

If Yes, verify and attach contact with Waukesha County, Division of Environmental Health to ensure system has adequate capacity:

15. Will the business have foodservice or vending machines: YES _____ NO _____
If yes, how many? _____ What type? _____

16. Outdoor lighting

Type _____

Location: _____

17. Signs **(SIGN PERMIT REQUIRED)** see building inspector

Type: Free standing: _____ Attached to building: _____

Lighted: _____ Mobile: _____

Single or Double Faced: _____

Size: _____ Location: _____

18. Is there any foodservice or vending machines incorporated in this proposal?

YES _____ NO _____

If Yes, How many? _____ What type? _____

19. Are there any game machines in this proposal?

YES _____ NO _____

If yes, How many? _____ What type? _____

20. Is there any type of music in this proposal?

YES _____ NO _____

If yes, Juke box: _____

Live: _____

Days of week: _____

Hours: _____

21. Type of disposal: Municipal: _____ Private: _____
Number and location of on-site dumpster(s): _____

22. Is a highway access permit needed from the State, County or Town Highway Departments?

YES _____ NO _____

If yes, have you secured a permit? YES _____ NO _____

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

YES _____ NO _____

If yes, what type? _____

(FENCE PERMIT REQUIRED) see building inspector

24. What type of sanitary facilities are to be installed for the proposed operation?

25. Do you feel there will be any problems such as odor, smoke or noise resulting from this operation?

YES _____ NO _____

IF yes, explain: _____

26. Surface water drainage facilities (describe and/or include site plan):

27. Is a liquor license or any other social license to be obtained from the Village Board or State licensing agency?

YES _____ NO _____

If yes, explain: _____

28. Did the State of Wisconsin Department of Industry Labor and Human Relations approve building plans? (If applicable)

YES _____ NO _____

29. If this is new construction with access to a state or county highway, written approval for access from the appropriate jurisdiction is needed. IS written approval attached?

YES _____ NO _____ NOT NEEDED _____

30. List the amount, type and location of any outside display or materials, and the use of any on-site accessory structure, with types of material to be stored: _____

31. List any hazardous material utilized in the operation of the business, including the hazardous material number, type of use, location of storage, volume or amount to be stored at site, and how the material is disposed: _____

32. Is this an expansion of existing operation? **POSSIBLE SEWER AND WATER RESIDENTIAL EQUIVALENCY CHARGE (REC CHARGE) MIGHT BE REQUIRED**

YES _____ NO _____

If no, what type of operation?

33. Have you reviewed the attached checklist, along with the applicable Village coeds to ensure your proposal conforms to Village standards?

YES _____ NO _____

34. Describe any other information special to the proposed business that will assist Village officials toward approval of your request:

The undersigned hereby verifies that the above information is correct:

Applicant:

Print Name: _____

Signature: _____

Property Owner (If different from applicant):

Print Name: _____

Signature: _____

Village of Dousman
New Business Review Checklist of Village Codes

All applicants proposing to locate or construct a commercial or industrial building within the Village of Dousman are encouraged to use this checklist to review and understand the standards that apply to the proposed business, and general rules and regulations of the Village that protect your investment. Not all municipal code sections referenced below will apply, but most sections will be appropriate for review, and as well, for any unique situation code sections not referenced below may apply. The Village codes can be found at www.villageofdousman.com or at the Village Hall during posted office hours. (262-965-3792)

All businesses

- 1. Allowable permitted and/or conditional uses; Sections 17.49-17.52
- 2. If conditional use, stands for conditional uses; Section 17.36
- 3. Sewer and/or water charges; Section 13.15
- 4. Use regulations; Section 17.16
- 5. Site plan and plan of operation review; Section 17.29
- 6. Off-street parking; Section 17.22
- 7. Off-street loading and unloading; Section 17.23
- 8. Sign regulations; Section 17.24
- 9. Sanitation and water supply; Section 17.14
- 10. Fence regulations; Section 17.20(7)
- 11. Exterior lighting regulations; Section 17.29(7)
- 12. Dumpster (garbage) enclosure regulations; Section 19.29(5)(d)
- 13. For property within shoreland or floodplain zones; Sections 17.58 and 17.59
- 14. For a quarry; Section 17.57
- 15. Public Peace and order; Sections 9.01 and 9.41
- 16. Licenses and permits; Sections 12.01 through 12.15
- 17. Building code; Sections 14-1-1 through 14-1-19
- 18. Commercial property exterior maintenance; Section 14-3-5
- 19. Electrical code; Sections 15.01 through 15.03
- 20. Building and occupancy permits; Sections 17.11 and 17.12

New Construction or additions

- 21. Building size and location; Sections 19.49 through 17.52
- 22. Storm water management and erosion control; Section 17.30
- 23. Site regulations; Section 17.13
- 24. Drainage regulations; Section 17.14
- 25. Building location; Section 17.17
- 26. Height regulations; Section 17.18
- 27. Accessory building and structures; Section 17.18
- 28. Landscape regulations; Section 17.29(6)