



Village Hall, 567-2757
 Fax, 567-4115
 Highway Dept., 567-2422
 Police Dept., 567-1134
 Building Inspector, 490-4141

Summit Village Hall • 37100 Delafield Road • Summit, WI 53066

Date Filed: _____

\$250.00 Application Fee Paid: _____

Conditional Use Permit Application Packet

Based on Chapter 111, Article XI of the Village of Summit Code

Please read and complete this application carefully. All applications must be signed and dated.

1. APPLICANT OR AGENT

2. PROPERTY OWNER

Phone # () _____

Phone # () _____

e-mail _____

e-mail _____

3. To Whom would the Permit be Issued?

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4. Property Address and Legal Description of the Property: (May appear on the tax bill)

5. Tax Key Number: SUMT _____

6. What is the Property Zoning Classification in the Village of Summit? _____
 From Chapter 111, Article XII of the Village of Summit Code

7. Identify the type of use immediately adjacent to this property.

North	South
East	West

8. Is this a New Use? _____ **OR** Is this an existing use to be expanded? _____

9. Describe the proposed use, how it fits within the listed Conditional Uses allowed in the current zoning of the property, and the general plan for the property.

10. List the dimensions and levels of ALL buildings in coordination with site plan information that will be submitted to the Plan Commission for review.

	Outside Dimensions	Number of levels
Building "A":	_____	_____
Building "B":	_____	_____
Building "C":	_____	_____

Total Floor Area is _____ square feet.

11. Identify the proposed use of EACH building and remaining outdoor area.

Building "A": _____

Building "B": _____

Building "C": _____

Outdoor Uses? _____

12. How many employees will be working in this operation? _____

13. What hours of the day will the business be operating? _____

14. What days of the week will the business be operating? _____

15. Will there be any unusual odors, smoke or noise generated by the proposed use that do not exist on the site at the present time? YES ____ NO ____ If yes, please describe below.

16. Locate each sign on the site plan and submit the drawings, including area of each sign, color, number of faces, and overall height (if free-standing).

Number of Free-standing signs: _____

Number of Wall-mounted signs: _____

17. Locate all the proposed parking on the site plan.

Number of parking spaces proposed on the property _____

Identify the date when the parking lot and any expansions will be paved _____

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

YES _____ NO _____ Type of fencing proposed: _____

19. Is there any special lighting proposed?

YES _____ NO _____ Type of lighting proposed: _____

20. Will a special license be required from the Village, County or State in order to operate this business? YES ___ NO ___ If yes, please describe below.

21. Describe any State or County action related to your project proposal to date. This could include building plan reviews, site plan reviews, Conditional Use activities or other design reviews? Include any contact name and information for these officers.

22. Describe the proposed timetable for the completion of any building construction, parking or grading improvements, landscaping, occupancy date, opening date, etc.

23. SIGNATURES

NOTE: ALL APPLICATIONS MUST BE SIGNED BY THE PROPERTY OWNER

Applicant _____ date _____ Property Owner _____ date _____

Use this space to further describe the proposal, or detail points from above



PROFESSIONAL SERVICES REIMBURSEMENT NOTICE

Please read *and sign* the following Notice:

Pursuant to Chapter 14-19 of the Village of Summit Code, the Summit Village Board has determined that whenever the services of the Village Planner, Village Engineer, Village Attorney, or any other Village professional staff results in a charge to the Village for that professional’s time and services, and such service is not a service supplied to the Village as a whole, the Village Clerk shall charge the fees incurred by the Village to the property owner incurring those fees (without regard to the outcome of the request). Also, pursuant to the same Chapter 14-19, certain other fees, costs, and charges are the responsibility of the property owner even if the request is not approved.

I/we, the undersigned, have been advised that, pursuant to the Village of Summit, if the Village Planner, Village Engineer, Village Attorney or any other Village professional provides services to the Village because of my/our activities, whether at my/our request or at 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). In addition, I/we have been advised that pursuant to the Village of Summit, certain other fees, costs, and charges are my/our responsibility, even if my/our request is not approved.

The undersigned will receive the first billing once charges are incurred and monthly thereafter so the undersigned remains up to date regarding any current charges.

PLEASE PRINT LEGIBLY

Information for the Owner and/or Party responsible for the Invoices:

_____ Name

_____ Phone Number

_____ Mailing Address

_____ e-mail address

Information for the Property that is the subject of the Request:

_____ Owner’s Name

_____ Property Address

Tax Key Number of the Property that is the subject of the Request: SUMT _____

Signature of the Property Owner(s) and/or Applicant(s) and Current Date:

_____ Applicant

_____ Date

_____ Owner

_____ Date

04/2018

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Village Official that accepted the form: _____ Date _____