



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: _____

\$50.00 Application Fee Paid _____

Plan of Operations Review Application Packet

Based on Chapter 111, Section 277 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. Expanded Business Operations _____

New Business Operation _____

Business Name	
Business Owner	
Business Address	

4. Legal Description of Property (may appear on Tax Bill): _____

5. Tax Key Number: SUMT _____

6. Identify the type of use immediately adjacent to this property boundary

North	South
East	West

7. What is the Property Zoning Classification? _____

8. List Dimensions and Level of ALL Buildings (coordinate with site plan information)

Outside Dimensions

Number of Floors (levels)

Building "A": _____

Building "B": _____

Building "C": _____

Total Floor Area is _____ square feet.

9. Identify the Proposed Use of EACH Building and remaining outdoor area.

Building "A": _____

Building "B": _____

Building "C": _____

Outdoor Uses: _____

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

11. What hours of the day will the business operate? _____

12. What days of the week will the business operate? _____

13. Locate each sign on the site plan and submit the drawings, which include area of each sign, colors, number of faces and overall height (if free-standing).

Number of Free-standing or Pole-mounted signs: _____

Number of Wall-mounted signs: _____

14. Please locate all proposed parking on the site plan.

Number of Parking Spaces on property? _____

Will the parking lot be paved? Yes _____ No _____

If not currently paved, when will the paving be completed? _____

15. Will there be any unusual odors, smoke or noise generated by the proposed use which do not exist on the site at the present time? Yes _____ No _____ If yes, please describe below.



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 _____