



Town of WAUKESHA

SITE PLAN AND PLAN OF OPERATION REQUEST

See Town Code of Ordinances Section 13-2-4

Plan Commission Meeting / Public Hearing Date	
Is this a submittal for conceptual review only?	
Legal Description of Property <i>(Please provide copy of the deed)</i>	
Property Area (Acres)	
Town Zoning District	
Town Land Use Plan Classification	
Current Use of Property	
Zoning Classification & Use of Adjacent Properties	North: _____ Current Use: _____ South: _____ Current Use: _____ East: _____ Current Use: _____ West: _____ Current Use: _____
Previous Address of Business and Years of Operation (if applicable)	
Provide a detailed description of the proposed use and activities of the property and/or buildings.	
How would this use benefit the Town of Waukesha?	



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Please submit the following additional information with this application as required per Section 13-2-4(b) of the Town Code of Ordinances:

1. Site plan drawn to a recognized engineering scale not to exceed 1 inch = 60 feet.
2. Name of project noted.
3. Owners and developer's name and address noted.
4. Architect and/or engineer's name and address noted.
5. Date of plan submittal.
6. Scale of drawing noted on plan.
7. Existing and proposed topography shown at a contour interval not less than two (2) feet. Topography shall extend 40 feet onto adjacent property or to the building on the adjacent lot, whichever is greater.
8. The characteristics of soils related to contemplated specific uses.
9. Total number of parking spaces and layout, including driveways shall be shown on the plan.
10. The type, size and location of all structures with all building dimensions shown.
11. Indicate height of building(s).
12. Indicate existing and proposed street locations on the site plan.
13. Indicate existing and proposed public rights-of-way and widths.
14. North arrow shown.
15. Locate existing and general location of proposed sanitary sewers, storm sewers and water mains.
16. Submit a storm water management plan indicating all facilities, including detention/retention areas. The design criteria shall meet the requirements as stated in the County Erosion Control and Storm Water Ordinance.
17. Locate existing trees that are 6 inches in diameter or larger.
18. Note location, extent, and type of proposed plantings.
19. Note location of pedestrian sidewalks and walkways.
20. A graphic outline of any development staging that is planned is required to be shown on the site plan.
21. Architectural plans, elevations and perspective drawings and sketches illustrating the design and character of proposed structures.
22. Landscaping plan and point calculations.
23. Lighting plan and a photometric plan may be required upon Town request.
24. Copy of the Property Deed.

Please submit the following additional information with this application as required per Section 13-2-4(c) of the Town Code of Ordinances:

Will the proposed use of the property and/or buildings include a liquor or special license, food service, vending/game machines, music, etc?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:
Days & hours of operation for the proposed use of the property and/or buildings	
Maximum Number of Employees	
Provide a detailed description of the number, size, and type of vehicles associated with the use.	
What type of sanitation facilities are to installed for the proposed use of the property and/or buildings?	



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Provide a detailed description of any outdoor storage.		
Type of refuse disposal	<input type="checkbox"/> Municipal	<input type="checkbox"/> Private
Do you feel there will be any problems such as odor, smoke, noise, light, or vibration resulting from the proposed use of the property and/or buildings?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:	
Will the proposed use of the property and/or buildings require any special security fencing?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:	
Provide expected start and completion dates of construction.		
Provide expected phasing for the project or development.		
Other information as requested by the Town		