



Village Hall, 262.567.2757
Fax, 262.567.4115
Highway Dept. 262.567.2422
Police Dept. 262.567.1134
Building Inspector, 262.490.4141

Summit Village Hall 37100 Delafield Rd • Summit, WI 53066

Date Filed: _____

Consult Village of Summit FEE Schedule for applicable fees: _____

Plan of Operations Review Application Packet

Based on Chapter 235-56 of the Code of the Village of Summit

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

1. APPLICANT OR AGENT

Phone # () _____

E Mail _____

2. PROPERTY OWNER

Phone # () _____

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.

Applicant	date	Property Owner	date
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PLAN OF OPERATIONS REVIEW CHECKLIST

Based on Chapter 235-56 of the Code of the Village of Summit

This checklist provides a summary of requirements found in the Village of Summit Zoning Code. It is intended purely as a guide for developers and should not substitute for a full review of the Code and applicable regulations.

GENERAL INFORMATION

- ☐ Names and addresses of owner and developer
- ☐ Telephone, fax, email contact information
- ☐ Graphic scale and north arrow
- ☐ Location sketch
- ☐ Size of site (overall and net acreage)
- ☐ Existing zoning
- ☐ Adjacent zoning and land uses (on application)

CURRENT SITE INFORMATION

- ☐ Dimensions of site and lot lines, corner stakes
- ☐ Existing grades at two foot (2') intervals
- ☐ Drainage system and piping
 - wooded areas, trees
 - streams
 - lakes, ponds (water elevation)
 - wetland boundaries
- ☐ Floodplain elevation and boundaries
- ☐ Existing roads, pavement
- ☐ Existing structures
- ☐ Existing (known) easements
- ☐ Existing utilities (public and private)
- ☐ Benchmark locations and elevations
- ☐ Right-of-way boundary

LIGHTING PLANS

- ☐ Location and nature of existing fixtures
- ☐ Location of proposed fixtures
- ☐ Photometric report (to scale, on plan)
- ☐ Manufacturer's cut-sheet of all fixtures
- ☐ Number/Type of fixtures
- ☐ Output in wattage for each fixture

PROPOSED SITE INFORMATION

- ☐ Proposed grades at two foot (2') intervals
- ☐ Proposed utilities, public and private
- ☐ Proposed building location (dimensions)
- ☐ Setback required by code
- ☐ Proposed building elevation (finished grade)
- ☐ Location and size of proposed signage
- ☐ Proposed driveway entrances, with dimension to center of nearest intersection
- ☐ Proposed streets
- ☐ Proposed sidewalks
- ☐ Proposed parking areas
 - striping and proposed elevations
 - setbacks to property lines
- ☐ Stormwater management plan
 - stormwater management design report
 - general proposed drainage pattern
 - swales with directional arrows for flow
 - storm sewers and/or ponds
 - proposed culverts (location and size)
- ☐ Lot coverage
 - Total lot square foot
 - Proposed building square foot
 - Proposed pavement square foot

BUILDING PLANS

- ☐ Architectural rendering, all sides
- ☐ Detailed floor plan
- ☐ Type of construction
- ☐ Construction commencement and completion dates
- ☐ Fencing or buffering
- ☐ Landscaping and planting plans
- ☐ Fire Protection/Sprinkler plans



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PROFESSIONAL SERVICES REIMBURSEMENT NOTICE

Please read *and sign* the following Notice:

Pursuant to the Code of the Village of Summit Section 14-19, the Summit Village Board has made a determination 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 that service for 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 Code of the Village of Summit Section 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

e-mail 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:

Owner or Applicant

Date

Owner or Applicant

Date

10/2018

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Village Official that accepted the form: _____ Date _____