

## New Business Information Sheet

### Interested in a purchasing town-owned property?

Please submit an Offer to Purchase letter to the Town Administrator, including:

- a. General location, acreage and amount offering for parcel.
- b. Description of the business and whether it is a permitted or conditional use. Zoning district information is available online, <https://ecode360.com/33913291>, or through the Zoning Administrator.
- c. Business plan outlining marketing analysis including sales/income forecast projections and possible funding partners.
- d. Detailed site plan of entire property including how the business would be arranged on the parcel, ingress and egress of customers/employees, parking, building design/colors.

If the property you are interested in is located in Rome Town Center, you will have an initial planning meeting with the Rome Town Center sub-committee prior to attending CDA with your offer to purchase. The RTC Sub-committee meets the first Wednesday of every month at 3pm.

The Town of Rome wants entrepreneurs to succeed! Good planning ensures both success for the business and for the municipality. If you need assistance to complete any of the items noted above, please contact the Town Administrator to be connected to free or low-cost entrepreneurship assistance.

Purchase documents can be provided to Robbie Schaub-Ruemler, Interim Town Administrator, 1156 Alpine Drive, Nekoosa, WI 54457. All complete offers (including all items above) are considered by the Community Development Authority (CDA) at their next available meeting. The CDA meets the first Thursday of every month at 3pm.

### Starting a New Business

1. All new businesses in the Town of Rome need to meet with the Zoning Administrator to discuss zoning requirements, necessary permits, and required documents.
  2. All new development must have a Site Plan/Plan of Operation (§ 360-132 Permit procedure)
  3. New owners of an existing commercial building
    - a. If the new owners plan to operate the business with a Site Plan/Plan of Operation that is substantially similar to the current business, a new Site Plan/Plan of Operation is not needed
    - b. If the new owners plan to operate the business with a Site Plan/ Plan of Operation that is not substantially similar to the current business, a new Site Plan/ Plan of Operation is required
- Required for Plan Commission (§ 360-131 Standards for all businesses; Article XVII Rome Town Center District if your business is located in RTC):
    - Site Plan/Plan of Operation application
    - Conditional use permit (if applicable)
    - Formal site plan of entire property, plans should be to-scale (include property boundaries, setbacks, and proposed placement of future development)
    - Proposed signage
    - Landscaping plan
    - Building design plans (include exterior colors and finishes; samples required)
    - Refuse enclosure
    - Lighting plans
    - Design of ingress and egress including parking lot/paving plan

Relevant Articles in Town Code:

- Article XVII Rome Town Center District
- Article XVI B-1 Business District
- Article XXXI Gateway Overlay District
- Article XXVI Design Standards
- Article XXV Signs and Billboards

Site plan/plan of operation documents can be provided to Emily Arndt, Zoning Administrator, 1156 Alpine Drive, Nekoosa, WI 54457 or [earndt@romewi.gov](mailto:earndt@romewi.gov). All site plan/plan of operation proposals are considered by the Plan Commission at their next available meeting.

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

The undersigned further acknowledges: (1) I have read the entirety of this document and Town Code related to my zoning district(s); (2) I agree to abide by the regulations; (3) I understand the expectation of documents to be provided for Plan Commission.