VILLAGE OF FOX POINT

MILWAUKEE COUNTY

WISCONSIN

VILLAGE HALL
7200 N. SANTA MONICA BLVD.
FOX POINT WI 53217-3505
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www.vil.fox-point.wi.us

APPLICATION FOR SITE PLAN APPROVAL DIRECTIONS

GENERAL INFORMATION:

Site Plan approval is governed by Sections 745-18E & F of the Village Code and can be found on the Village website.

TO APPLY FOR SITE PLAN APPROVAL:

1. Complete all the information on the attached application. Please type or print. Attach additional pages if necessary. **Applications with incomplete information will not be accepted.**

2. All materials must be submitted on 8.5" X 11" paper. If larger scale plans are necessary for clarity, please bring to the Village Board meeting. (**Note**: all documents submitted will be copied in black and white).

3. A $300 non-refundable fee must accompany this application.

4. A letter of approval from the owner of the property must accompany this application, unless the applicant is the owner. The letter should be:
   - on the owner's letterhead including the owner's original signature,
   - addressed to the Village, and
   - reference the proposed address and name of the business.

   The Village will not entertain any requests without the written consent of the owners.

5. A signed Charge Back Form as described in Chapter 67, Article III of the Village Code must accompany this application.

6. The application and one set of the site plans and all related materials must be submitted by **12:00 noon on the second Wednesday** prior to the Village Board meeting.

7. Completed applications will be submitted by staff to the Village Board for consideration. PLEASE NOTE: Applicants are required to attend the Village Board meeting to discuss the application.

8. The Village Board meets on the second Tuesday of each month at 7:00 p.m.

9. The owner is responsible for obtaining any other necessary permits and/or approvals, including, but not limited to, the North Shore Fire Department's Plan Review and Submittal Requirements.

APPLICATION FOR SITE PLAN APPROVAL

This application must be fully completed to be considered by the Village.
A $300.00 fee (non-refundable) must accompany this application.

Name of Business: _____

Fox Point Business Address: _____

_____

Local Telephone Number: _____

Email Address: _____

Contact Person: _____

PROPERTY OWNER (IF DIFFERENT FROM APPLICANT):

Property Owner: _____

Property Owner Address: _____

_____

Property Owner Telephone Number: _____

Email Address: _____

Property Dimensions: _____

Describe site and attach site plan: Note – please review the Application for Site Plan Approval Directions.

_____

_____

_____

Number of parking spaces to be used by business for:

Employees: Full-Time: _____ Part-Time: _____

Customers/clients: _____

Describe alterations planned for the site including, but not limited to, changes to topography, buildings, structures, landscaping, signage, exterior lighting, parking, loading, fences, and/or traffic flow.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

PERSON RESPONSIBLE FOR OBTAINING A BUILDING PERMIT:

Name: _____

Company Name: _____

Address: _____

_____

Telephone Number: _____

Email Address: _____

Anticipated Occupancy Date under Building Permit: _____

NOTE:
The following information must be submitted for Village approval:

1. Definition of the project
2. Landscape plan
3. Plat of survey
4. Parking plan (including parking computations) per Chapter 745 of the Fox Point Village Code
5. Drainage plan (including drainage computations)
6. Lighting plan (including photometrics)
7. Traffic plan
8. Proposed location and connection to the sanitary sewer and water mains
9. All elevations
10. Any additional information as determined by Village staff

The Applicant is responsible for applying for an obtaining such other permits as may be applicable including but not limited to, an Occupancy Permit, Food Dealers License, Sign Permit, Building Permit, Electrical Permit, and Plumbing Permit.

_____ _____
Business Owner – Signature Business Owner – PRINTED Name

_____
Date

TO BE COMPLETED BY THE VILLAGE OF FOX POINT

Has sufficient site plan been submitted? (If not, what is needed?) _____

_____

What is the category of proposed use? _____

Does the parking meet code requirements? _____

_____

Is there proper exterior lighting? _____

_____

Are there any existing code violations? _____

_____

_____

_____

Additional Comments? _____

_____

_____

_____

Letter of Consent received from owner? _____
Comments/Date

Date application/materials received: _____

Fee Paid: _____ Receipt No. _____

STATE OF WISCONSIN VILLAGE OF FOX POINT MILWAUKEE COUNTY

NOTICE

PLEASE BE ADVISED: Chapter 67, Article III of the Village of Fox Point Village Code is attached hereto and incorporated herein. Pursuant to this Ordinance, the Village of Fox Point Village Board has determined that whenever the services of the Village Attorney, Village Engineer, Village Forester or any other of the Village's professional staff (internal or independently contracted) 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 Treasurer shall charge the property owner for the fees incurred by the Village. Also be advised that pursuant to the Village of Fox Point Municipal Code certain other fees, costs and charges are the responsibility of the property owner making application to the Village.

I, the undersigned, have been advised that, pursuant to the Village Fox Point Village Code, if the Village Attorney, Village Engineer, Village Forester or any other Village professional (internal or independently contracted) provides services to the Village as a result of my activities, whether at my request or at the request of the Village, I shall be responsible for the fees incurred by the Village. Also I have been advised that pursuant to the Village of Fox Point Village code certain other fees, costs and charges are my responsibility.

Dated this_____ day of_____, 20___.

_____ _____

Signature of Property Owner Name of Property Owner - PRINTED

Mailing Address of Property Owner: _____

_____

_____

Tax Key No. of Property: _____

Address of Property: _____

Fox Point, WI 53217

For Village Use Only:

□ Original kept on file with Village Clerk.

□ Copy provided to Property Owner.

Signature: _____