



Site Plan Approval Application
Non-Residential

Town of Hartford
3360 Hwy K
Hartford, WI 53027

Overview: New commercial, industrial or institutional buildings and uses require non-residential site plan approval from the Town Planning Commission. The purpose of such approval is to assure site designs which promote compatibility between land uses, create safe and attractive site layouts and structures, provide proper access to streets and transportation,

Governing regulations: The procedures and standards governing the review of this application are found in Chapter 10 of the Town Zoning Ordinance.

General instructions: Application materials should be submitted to the Town Clerk at the mailing address shown above. If you have any questions, do not hesitate to contact the Town Planner at (262) 204-2350 or via email at ben.greenberg@cedarcorp.com.

Site Plan File
No: _____

Fee Paid: _____

Date
Rec'd: _____

A site map must accompany this application form. The site plan must be drawn to scale and must include the following elements:

1. Lot boundaries, including legal description, and required setback distances.
2. Location of all public and private roads, official map streets, and easements.
3. Location of all water courses, drainage ditches, wetlands, floodplains, and required setbacks.
4. Location of all existing and proposed public and private utilities, wells, drainage structures, and lighting.
5. Existing and proposed structures and buildings, structures to be removed, the proposed use of all structures and their dimensions.
6. Floor plans and elevations, including dimensions, and exterior plans showing the design and character of each structure and building.
7. Traffic aspects of existing and proposed driveways and parking lots, including parking stall sizes and layout, handicap stalls and ramps, loading zones, driveway widths and traffic direction, sidewalks and pedestrian walkways, and similar improvements.
8. Existing and proposed vegetation, areas of permanent open space, landscaping, fences, ground cover, areas of filling and grading in excess of six (6) inches, and contours.
9. Location of signs.
10. Operation plans, construction schedule, and construction phase section
11. Any items noted on this application where applicable.
12. Other pertinent information as may be requested by the Planning Commission or its designee.

Future revisions to the approved Site Plan will require new approvals.

Please Complete the Following:

1. **Property Owner Name:** _____

Mailing Address: _____

Phone No.: _____

Email Address: _____

2. **Tax ID No(s).** _____

3. **Business Operator Name:** _____

Address where information should be sent, if different from the Business Address listed below:

Contact Phone No: _____

Contact Email: _____

4. **Business Operation Name:** _____

Address of Business Premises and Unit Number(s):

Business Phone No.: _____

5. **Business Description:** Describe **in detail** below the specific type of business operation (Retail, Restaurant, Manufacturing, Office, etc.), **including** temporary, accessory, and outdoor uses (storage, etc.). **Provide a separate list** of all items sold or produced on the property.

6. **Are any changes to the site proposed?** Yes No
If yes, delineate **any and all** changes on the Site Plan submitted.

7. **Is any interior remodeling proposed?** Yes No
If yes, delineate any changes on the Interior Floor Plan submitted. A separate permit and/or State Approved Building Plans (submitted electronically) **may be required**.

8. **No. of parking spaces on the site?** _____ **No. of accessible stalls?** _____
Number of loading docks on the site? _____

Describe the **specific** types of business related vehicles and equipment parked/stored outdoors on the site (numbers, sizes, etc.)?

9. **Are any changes to the parking or loading on the site proposed?**
Yes No If yes, delineate any changes on the Site Plan submitted.

10. **Are any changes to the lighting on the site proposed?** Yes
No If yes, delineate any changes on the Site Plan submitted.

11. Are any changes to the landscaping on the site proposed? Yes No

If yes, delineate any changes on the Site Plan submitted.

12. Is the operator changing? Yes No

13. Are any special events proposed with this use? Yes No

If yes, describe the types of events, parking accommodations, sanitary facilities, number of persons, days/hours of each event, music, security, food and alcohol served, fencing, signage, etc., and delineate the locations of the events on the Site Plan/Floor Plan submitted.

14. Describe below the type of signage that exists and what signage is proposed on the site (attached, free standing, ground, mobile, projecting, window, electronic message, banners, flags, sandwich boards, etc.) and if the signs are illuminated, single/double faced, along with the number, size, and height of all signs:

Are changes to the existing signage on the site proposed? Yes No

If yes, delineate any changes on the Site Plan submitted.

15. What are the days and hours of operation? _____

Is this a change from the current approved days/hours of operation? Yes No

16. How many employees, including yourself, will be working at this location?

Full time Part time Seasonal _____

Is this a change from the current approved no. of employees? Yes No

17. Will there be music or other types of entertainment on site? Yes No

If yes, describe what types (live, amplified, recorded, jukebox, etc.), indoors and/or outdoors, and the days and hours music will be provided?

18. Are there dumpsters/waste containers on the site? Yes No

If yes, delineate on the Site Plan submitted.

If yes, how are they screened from public view? _____

19. Site served by: sewer or a private septic system or holding tank

20. Will there be food service? Yes No

If yes, provide an interior and exterior table seating chart on the Floor Plan/Site Plan and contact the Washington Ozaukee Health Department at (262) 335-4462 for a Restaurant License.

21. Will there be bar service? Yes No

If yes, provide an interior and exterior bar seating chart on the Floor Plan/Site Plan and contact the Town for Liquor License requirements.

22. Will there be outdoor storage on the site? Yes No

If yes, delineate on the Site Plan submitted and list what **specific** types of items will be stored outdoors on the site (number, size, etc.)?

Applicant certification

- I certify that all of the information in this application, along with any attachments, are true and correct to the best of my knowledge and belief.
- I understand that I may be charged additional fees (above and beyond the initial application fee) consistent with the Town of Hartford municipal code.
- I understand that submission of this application authorizes town officials, Plan Commission members, Town Board members, employees, and other designated agents to enter the subject property to conduct whatever site investigations are necessary to review this application. This does not authorize any such individual to enter any building on the subject property, unless such inspection is specifically related to the review of this application and the property owner gives his or her permission to do so.
- I understand that this application and any written materials relating to this application will become a permanent public record and that by submitting this application I acknowledge that I have no right to confidentiality. Any person has the right to obtain copies of such written materials.
- I understand that the Town Planner will review this application to determine if it contains all of the required information. If he or she determines that the application is incomplete, it will not be scheduled for review until it is deemed to be complete.

Applicant:

Date:

Staff Use Only:

Zoning District(s): _____ Lot Size: _____ Lot Width: _____

CU File No./series, if applicable _____

Does the use comply with **all** of the zoning ordinance regulations **and** the Town Land Use Plan? Yes No

Zoning Administrator Approved Conditionally Approved Denied _____

Signature: _____ Date: _____