



**Village of Menomonee Falls**  
 Department of Engineering & Development  
 Planning & Zoning  
 W156 N8480 Pilgrim Rd  
 Menomonee Falls, WI 53051-3140  
 Telephone: 262.532.4200 Fax: 262.532.4289  
[www.menomonee-falls.org](http://www.menomonee-falls.org)

**APPLICATION FOR ZONING & OCCUPANCY PERMIT  
 PLAN OF BUSINESS OPERATION**

*All Information Must Be Furnished & \$100 Non-Refundable Application Fee Paid Before Processing Application*

Date of Business Opening \_\_\_\_\_ Date \$100 Fee Paid \_\_\_\_\_

Name of Business Operation \_\_\_\_\_

New Use       Expansion of Existing Use       New Business Owner

Address of Operation \_\_\_\_\_

**Applicant:** Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**Contact Person:** Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**Property Owner:** Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Retail       Office       Manufacturing       Warehousing       Other

Description of Business Use \_\_\_\_\_

*(Attach Separate Sheet if Needed)*

Storage of Materials or Equipment     Yes       No       Inside       Outside

If Yes, What is Stored and Where \_\_\_\_\_

Flammable Substance Storage      Type of Container \_\_\_\_\_

Number of Delivery Trucks Per Day \_\_\_\_\_ When? \_\_\_\_\_

Overnight Parking:     Yes     No       Trucks     Autos       Equipment

Number & Type: \_\_\_\_\_

*(Parking Layout Required for Overnight Parking of Any of the Above)*

Hours of Operation:     24 Hours      \_\_\_\_\_ to \_\_\_\_\_      Days \_\_\_\_\_

Number of Employees:    Full Time \_\_\_\_\_      Part Time \_\_\_\_\_

Special Requirements \_\_\_\_\_

**NOTICE**

**It is the responsibility of the property owner to update all necessary water utility account information. Contact the Village of Menomonee Falls Water and Sewer Utility Department at 262-532-4800 with questions or for assistance.**

<b>FOR OFFICE USE ONLY:</b>			
Zoning District		Date submitted for Review	
Tax Key Number		Occupancy Permit #	