

VILLAGE OF MENOMONEE FALLS, WISCONSIN
DEPARTMENT OF COMMUNITY DEVELOPMENT
W156 N8480 Pilgrim Road
Menomonee Falls, WI 53051
PHONE: 262-532-4270 FAX: 262-532-4289
Website menomonee-falls.org Email cd@menomonee-falls.org



PETITION FOR CONDITIONAL USE

Name of Project: _____

Location: _____
(Attach copy of legal description)

Street Address: _____

Proposed Use: _____

Zoning District: _____

Tax Key: _____

Description of Requested Conditional Use:

Owner of Site: _____

Address: _____

City/State/Zip _____

Phone _____ Fax _____

Email _____

Contact Person: _____

Company _____

Address: _____

City/State/Zip _____

Phone: _____ Fax _____

Email _____

Signature of
Property Owner: _____ Date: _____

Additional Information Required

TYPE OF DEVELOPMENT OR USE

☐ **Commercial**
☐ **Industrial**
☐ **Other:** _____

Proposed Use: _____

Employees:	<u>Current</u>	<u>After Expansion</u>
Number of Full Time Employees	_____	_____
Number of Part Time Employees	_____	_____
Number of Employees on Largest Shift	_____	_____

Hours of Operation:	<u>Current</u>	<u>After Expansion</u>
	_____	_____

Parking:	<u>Current</u>	<u>After Expansion</u>
Number of Parking Stalls Provided	_____	_____

☐ **Multifamily**

Number of Dwelling Units

Efficiency	_____	3 Bedroom	_____
1 Bedroom	_____	4 Bedroom	_____
2 Bedroom	_____	Other	_____

PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION:

1. **PLAN OF OPERATION:** Attach detailed information to this application regarding the nature of the business proposed and an Operational Plan.
2. **PLANS:** Submit **ONE** (1) set of large or full-scale scale drawings for review. **All** site and design plans including the landscape plan must be included. See page 3 of this application for additional details.
3. **ELECTRONIC COPY:** Submit **ONE** (1) electronic copy of all paper submittals.
4. **IMPACT FEES:** If you are building a new building or addition or changing the use on the property, you will likely be required to pay sewer, water and fire impact fees. Park fees would also be required if your project is residential.

USE THE CHECKLISTS BELOW TO ENSURE YOU HAVE SUBMITTED ALL
REQUIRED MATERIALS AND INFORMATION WITH YOUR APPLICATION:

☐ **Plat of Survey showing location, boundaries, dimensions, elevations, uses and size of:**

- Subject Site.
- Structures. Existing and proposed.
- Easements/Streets/Public Ways. Existing and proposed.
- Parking. Off-street parking, loading areas and driveways.
- Setbacks. Existing and proposed street, side and rear yards as well as parking lot setbacks.
- Flood Plain. The mean or historic high water lines and/or established 100-year flood elevations within one-hundred (100) feet of the subject site.
- Wetlands. All wetlands within one-hundred (100) feet of the subject site.
- Other Structures. All structures within one-hundred (100) feet of subject parcel.

☐ **Site and building plans, drawn to scale, that show:**

- Elevations. Elevations of all sides of the proposed building(s).
- Pavement. Parking and paved areas.
- Parking. Parking stalls and aisle dimensions.
- Outside Storage. Location of any outside storage (including garbage dumpsters) and the proposed method of screening.
- Site Statistics. Tables or charts describing relevant site statistics, including but not limited to total project acreage, undevelopable land calculations, total greenspace, required and proposed parking, % of building coverage, maximum building heights, gross square footage and active floor area.
- Highway Access Restrictions.
- Grading. Existing and proposed grades, using one (1) foot contours.

☐ **Additional plans and details required:**

- Materials & Colors. Material and color samples.
- Building Perspectives. Various views of the building.
- Building Orientation. The orientation of the project to adjacent properties.
- Lighting. A lighting plan meeting the requirements of Vil. Ord. 122-651.
- Landscaping. The location, sizes and varieties of existing and proposed landscaping materials, including turf areas. The plan shall be drawn by a Wisconsin registered landscape professional. Grass areas, parking lot screening, screening from abutting residential properties, dumpster screening, etc. may be required with the application. See Vil. Ord. 122-731 through 122-735 for landscaping requirements.
- HVAC. Screening for roof-mounted or ground-mounted HVAC units.
- Dumpster Enclosure. Dumpster enclosure drawing, color/material samples, and location on site plan.
- Storm Water Management Plan. Storm water management practices to detain a one hundred (100) year event and discharge as a two (2) year event and satisfying the State of Wisconsin Department of Natural Resource (DNR) water quality requirements. Separate permit and fee obtained through the Village Engineering Department.
- Erosion Control. An erosion control plan that conforms to the practices described in the "Wisconsin Construction site Best Management Practice Handbook," available through the State of Wisconsin DNR. Separate permit and fee obtained through the Village Engineering Department.