



Village of Menomonee Falls
 Department of Community Development
 W156 N8480 Pilgrim Rd
 Menomonee Falls, WI 53051-3140
 Telephone: 262.532.4270 Fax: 262.532.4289
www.menomonee-falls.org

**APPLICATION FOR ZONING & OCCUPANCY
 PERMIT PLAN OF BUSINESS OPERATION – 2019**

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 Operation _____

(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 _____

Sewage Disposal by: Public Sewer Septic Tank Holding Tank

Water Supply By: Public Water Main Private Well Other

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.

Calculations for Determining Residential Equivalent Connections (REC's) for Non-Residential Buildings, Additions and Occupancies in the Village of Menomonee Falls, Wisconsin

The Impact Fee Ordinance is intended to impose an impact fee, in order to regulate the effect of new development on public facilities, and to finance public facilities, the demand for which is generated by new development or any improvements made to existing development in designated development areas. It is the responsibility of the property owner to submit a good faith estimation of the intended water and sewer usage for the non-residential development. Based on this information, the Village will calculate and impose an interim impact fee for development.

APPLICANT PROVIDES THIS INFORMATION

Estimated infrastructure usage caused by the non-residential development (new industrial or commercial building). If an addition to, or remodeling of an existing building, the **change** in gallons per day.

Gallons per day from Water Utility facilities:

Gallons per day to the Sanitary Sewer:

EXCERPT FROM THE ZONING ORDINANCE OF THE VILLAGE OF MENOMONEE FALLS (Chapter 122 of the Municipal Code):

Section 122- 38&39 OCCUPANCY PERMIT

- No vacant land shall hereafter be occupied, used or developed; and no building shall hereafter be located, moved, reconstructed or structurally altered; and no nonconforming use shall be maintained, renewed or changed until an occupancy permit has been approved by the Zoning Administrator and issued by the Building Inspector. Such permit shall show that the building or premises or part thereof and the proposed use are in conformance with the provisions of this ordinance. Application for an occupancy permit shall be made in the same manner as a zoning permit, pursuant to Section 122-38 of this ordinance. The fee for issuance of any occupancy permit shall be set by the Village Board.
- The Zoning Administrator may approve and the Building Inspector may issue a temporary occupancy permit for part of a building.
- No vacant land in a floodland shall be filled, excavated or developed until an occupancy permit has been approved by the Zoning Administrator and issued by the Building Inspector. In addition to the requirements of Section 122-39(c) of this ordinance, the application for an occupancy permit shall include a certification by a registered professional engineer or land surveyor that the floodland regulations set forth in this ordinance have been fully complied with.

FOR DEPARTMENT USE ONLY

One Residential Equivalent Connection (REC) is 214 gallons per day. All REC calculations are rounded up to the next whole REC

Water Usage: _____ gallons per day ÷ 214 = _____ RECS = Impact _____ RECS

To Sanitary Sewer: _____ gallons per day ÷ 214 = _____ RECS = Impact _____ RECS

INTERIM IMPACT FEE

The 2019 Impact Fees are calculated at a rate of \$3,046 per REC for water and \$2,837 per REC for sewer

_____ Water Utility Recs @ \$3,046 = _____ TOTAL _____

_____ Sanitary Sewer Recs @ \$2,837 = _____

Calculated by _____

FOR OFFICE USE ONLY:		Date submitted for Review	
Zoning District		Occupancy Permit #	
Tax Key Number		Building Permit #	
Fire Department Approval		Plan Commission	
Police Department Approval		Architectural Control Board	
Zoning Administrator Approval		Zoning Board of Appeals	