



OFFICE USE ONLY

DATE FILED: _____

INITIALS: _____

WDFI page attached (if applicable) _____

Site Plan attached _____

PP TAX DUE: Yes No

NEW VEHICLE FACILITY PERMIT

CLK167 (revised 10/23)

ORDINANCE 13.014

Fee: \$250.00

Expires: January 1, 2025

This form MUST be filled out LEGIBLY & COMPLETELY or it will be considered NOT FILED.

Applicant is (Check all that apply):

Property Owner Operator of Vehicle Facility

1. Name of Applicant: _____

Name of Limited Liability Company (LLC), Corporation, Individual or Partnership

(One of the boxes above must be checked)

2. Is the applicant a Limited Liability Company (LLC) or Corporation?

If NO, then check this box and skip to #3. on this application.

If YES, is this Limited Liability Company (LLC) or Corporation registered with the Wisconsin Department of Financial Institutions (WDFI) and is it in good or equivalent standing? Yes No **If NO, this application cannot be filed.** If Yes, attach the WDFI page indicating good or equivalent standing to the application.

This page can be found by clicking on this LINK: <https://www.wdfi.org/apps/corpsearch/search.aspx>

Check if attached.

a. If LLC or Corporation, list Registered Agent's Name: _____

3. Address of Applicant: _____

STREET

CITY

STATE

ZIP

4. Phone Number of Applicant: _____ Email: _____

(Correspondence Will Be Via Email If Address Is Given)

5. Business (Trade) Name: _____

6. Business (Trade) Address: _____

7. Contact Person for the Business: _____

a. Relationship of Contact Person to the Applicant: _____

8. Contact Person Phone: _____ Contact Person Email: _____

(Correspondence Will Be Via Email If Address Is Given)

9. Are there any changes to the existing approved Site Plan?

- If YES**, a new scaled site plan must be attached to this application and must include all of the following:
 - Lot Lines
 - Building Footprint
 - Sidewalks
 - Vehicle Parking Locations
 - Vehicle Circulation Lanes
 - Substantial and Permanent Barriers
- If NO**, attach the existing approved Site Plan to this application, which is allowed to be substituted for an approved Site Plan from an existing or required Conditional Use Permit.
- Check if attached.

*Please note that a new Conditional Use Permit is required for any new Vehicle Facility, and if the Vehicle Facility has an approved Conditional Use Permit, any changes to the Site Plan requires an amendment to this Conditional Use Permit prior to approval of a New Vehicle Facility Permit.

**(Should you have questions regarding the requirements for the Site Plan,
please contact City Development at 262.653.4030)**

10. I understand that the filing of this application gives consent to inspectors to enter on to the premises to conduct inspections in advance of a Permit decision and during the course of a Permit once granted.

Initials

READ CAREFULLY BEFORE SIGNING: Under penalty provided for by law, the undersigned states that each of the above questions has been truthfully answered to the best of his/her/their knowledge. The execution of this application authorizes all inspections authorized by 13.014 of the Code of General Ordinances and routine inspections during hours of operation, as required, to secure ordinance compliance.

Member/President/Individual/Partner Signature

Date

Print Name

FOR CITY DEVELOPMENT'S USE ONLY

Zoning: _____ Occupancy Permit: _____

Any other zoning permits required:

Variance Conditional Use Other: _____ None

Site Plan Provided? Yes No Comments: _____

Substantial and permanent barriers are required to be securely installed prior to the issuance of this Vehicle Facility Permit, if applicable? Check if installed, or Not applicable

An approved Conditional Use Permit is required prior to approval of the New Vehicle Facility Permit, if applicable? Check if attached, or Not applicable, if the same legal business entity is renewing an about to expire or an expired Vehicle Facility Permit.

PERMIT APPROVED:

Approved Date Approved: _____

PERMIT HAS VIOLATIONS/HOLDS:

Holds/Violations: _____

Date Holds/Violations Corrected: _____

Approved Date Approved: _____

PERMIT DENIED:

Denied Date Applicant Notified of Denial: _____

Reason for Denial: _____

If denied, the Permit Review Authority (City Development) must notify the applicant in writing of the decision and the right of the applicant to appeal the decision pursuant to the procedures in the ordinances.