



Village of
Elm Grove

**VILLAGE OF ELM GROVE
APPLICATION FOR PLAN OF OPERATION AND
CHANGE OF USE/AMENDMENT TO
EXISTING OPERATION**

**** This document is a matter of public record and may be viewed upon request
\$50.00 APPLICATION FEE DUE AT TIME OF SUBMISSION**

Business Information:

Name of Proposed Business: Magnificent Topnotch Cleaning LLC

Business Federal Tax Identification Number: 08-0954270

Address of Proposed Business: 910 Elm Grove Rd

Unit #: 32

Property Tax Key:

Business Owner Information:

Name: Tikki Mitchell

Mailing Address: N16W22360 Watertown Rd

Unit #: 6014

Business Phone #: 414-800-4044

Cell Phone #: [REDACTED]

Email Address: [REDACTED]

Property Owner/Registered Agent Information:

Name: ~~ELM~~ NEPTUNE ELM GROVE LLC, BRYAN STUTZKI, MEMBER

Mailing Address: 910 ELM GROVE RD STE 17, ELM GROVE WI 53122

Unit #: 17

Business Phone #: [REDACTED]

Cell Phone #: [REDACTED]

Email Address: [REDACTED]

Business Use Information (attach additional sheets if necessary):

1. Explanation of Proposed Business (e.g. use of building/property):

Residential Cleaning Company Needing a Bigger Space for Storage.

2. Total Number of Employees/Number of Employees on Largest Work Shift:

Total Number of Employees: 2 (both full and part time)

Total Number of Employees on Largest Work Shift: 2

3. Hours of Operation (for each day of the week):

Mon: 9-5 Tues: 9-5 Wed: 9-5 Thurs: 9-5 Fri: 9-5 Sat: 9-5 Sun: 9-5

Business Use Information (Continued):

4. Customer Load:

Daily Average: 1

Daily Peek: 2

5. Will you be submitting for signage? (If yes, your proposal must meet Building Board specifications—see Zoning Administrator)

Yes

No

6. Will there be a dumpster located on the property? (If yes, it must be screened from the street and all neighboring properties, per Village Ordinance—see Zoning Administrator)

Yes

No

7. Expected Date of Occupancy:

12/1/2025

Site Plan Information: Provide representation of the following: ingress; egress; parking arrangement; landscaping; loading docks/stalls; refuse/recycling receptacle storage; equipment/materials storage; accessory structures.

(If a site plan has been previously filed with the Village, please indicate below and reference the date of submittal.)

Floor Plan Information: Provide identification of offices, conference rooms, display areas and storage areas. List all other occupants within the building, their business and parking requirements (may be provided by building owner).

Building Permits: Repairs, alterations, or mechanical work to any structure or tenant space may require permits. Please contact the Village Building Inspector Mike Hadley for questions. Email: mhadley@safebuilt.com / Phone: (262) 212-8615.

Approval of the Plan of Operation and Site Plan Review will NOT be granted without receipt of this completed form at least 20 business days prior to a regularly scheduled Plan Commission meeting (first Monday of each month).

Applicant Name (Print): TIRKI MITCHELL

Applicant Signature: [Signature]

Date: 12/1/2025

Property Owner/Registered

Agent Name (Print): NEPTUNE ELM GROVE LLC, BRYAN SUTZKI, MEMBER

Property Owner/Registered

Agent Signature: [Signature]

Date: 12/1/2025

Signature of this document denotes review of and agreement to the content of this form and the requirements of Section 335-85.

FOR INTERNAL OFFICE USE ONLY:

Form and Payment Received:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Initial: <u>ES</u>	Date: <u>1/16/26</u>	Copies provided to: <input checked="" type="checkbox"/> Building Inspector <input checked="" type="checkbox"/> Assessor <input checked="" type="checkbox"/> Village Clerk <input checked="" type="checkbox"/> Fire Inspector <input checked="" type="checkbox"/> Fire Chief <input checked="" type="checkbox"/> Police
Form Complete:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Initial: <u>ES</u>	Date: <u>1/16/26</u>	
Photo ID Verification:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Initial: <u>ES</u>	Date: <u>1/16/26</u>	
Lease Verification w/ Property Owner:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Initial: <u>ES</u>	Date: <u>1/16/26</u>	
Zoning Administrator Review:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Initial: <u>ES</u>	Date: <u>1/16/26</u>	

CONDITIONS OF APPROVAL:

APPROVED DENIED