



**VILLAGE OF ELM GROVE**  
**Application for Plan of Operation and**  
**Change in Use/Amendment to Existing Operation**

**\*\*This document is a matter of public record and may be reviewed upon request\*\***

**\$50.00 Application Fee Due at Time of Submission**

**Business Contact Information**

Property Information	Business/Tenant Information
Property Tax Key #:	Business Name:
Property Address:	Business Owner:
Property Owner and Mailing Address (City/State/ZIP):	Business Owner Mailing Address (City/State/ZIP):
Property Owner Business Phone and Fax #:	Business Owner Business Phone and Fax #:
Property Owner Cell Phone #:	Business Owner Cell Phone #:
Property Owner E-mail Address:	Business Owner E-mail Address:
After Hours Emergency Contact Name and Phone #:	After Hours Emergency Contact Name and Phone #:

**Business Use Information (attach additional sheets if required)**

<b>1. Explanation of Proposed Business (e.g. use of building/property):</b>
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>2. Total Number of Employees/Number of Employees on Largest Work Shift:</b>
Total Number of Employees: _____ (both full and part time)
Total Number of Employees on Largest Work Shift: _____
<b>3. Hours of Operation (for each day of the week):</b>
Monday: _____ Tuesday: _____ Wednesday: _____ Thursday: _____

Friday: \_\_\_\_\_ Saturday: \_\_\_\_\_ Sunday: \_\_\_\_\_

**4. Customer Load:**

Daily Average: \_\_\_\_\_

Daily Peak: \_\_\_\_\_

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

- Yes
- No

**6. If a dumpster is located on the property, is it screened from the street and all neighboring properties? Dumpsters must be screened per Village Ordinance – see Zoning Administrator.**

- Yes
- No

**7. Expected Date of Occupancy:**

**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's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Property Owner or Registered Agent: \_\_\_\_\_

Date: \_\_\_\_\_

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

Conditions of Approval:

Copies provided to:

- Building Inspector
- Police Department
- Fire Department
- Fire Inspector
- Assessor
- Village Clerk

## **Village of Elm Grove Plan of Operation Addendum and Notice of Responsibilities**

In order for the Village to maintain continuity of business operations and have contact information for emergency services, a plan of operation must be approved by the Plan Commission and on file at the Village Hall prior to initiating business operation. The plan of operation is designed to ensure that important Village regulations (such as parking requirements) are consistently enforced. Businesses are not allowed to operate until the plan of operation has been reviewed and approved by the Plan Commission. A plan of operation is the joint responsibility of the business operator and the property owner and/or registered agent.

As businesses or institutions requiring a plan of operation *change the nature of business as defined in Section 335-32J*, submittal and approval of an amended plan of operation shall be required. Amended plans of operation are processed in the same manner as initial review and approval, which includes verification from the business operator and the property owner and/or registered agent as to the nature and scope of the proposed use and consultation with the Zoning and Planning Administrator.

At all times it shall be the responsibility of both the business operator and the property owner and/or registered agent to provide adequate parking facilities that are consistent with the requirements of Section 335-32 (Parking). Said responsibility includes, but is in no way limited to, the need to obtain adequate parking should any sort of joint or shared parking arrangement be terminated for any reason.

**VILLAGE OF ELM GROVE POLICE DEPARTMENT  
13600 JUNEAU BOULEVARD  
ELM GROVE, WI 53122  
(262) 786-4141**

This form is confidential and is not subject to Open Records Requests or Public Access as outlined in Chapter 65 (Records) of the Village of Elm Grove Code of Ordinances and Wisconsin Statutes 19.35 (1) (am). Only the Village of Elm Grove Police Department will maintain this portion of the document in any file for public safety and dispatch purposes.

Public Dispatch Information	Business Key Holder Information**
Burglar Alarm System: Yes      No (if yes, please indicate location of alarm panel)	1 <sup>st</sup> Key Holder Name/Phone #/Cell#:
Interior Lights Left on When Closed: Yes      No	2 <sup>nd</sup> Key Holder Name/Phone #/Cell#:
Safe/Cash Box Present On Site: Yes      No (if yes, please indicate location and whether or not it is visible from the outside)	3 <sup>rd</sup> Key Holder Name/Phone #/Cell#:

Fire Department Information
<b>KNOX-BOX On Site: Yes      No</b> (if yes, please indicate location)
<b>Fire Alarm System On Site: Yes      No</b> (if yes, please indicate location)

Business Tax Registration Information (Optional)
Business Owner Social Security Number or Driver License Number:
Business Federal Tax Identification Number:

**\*\*IF AN EXTERIOR DOOR IS FOUND UNLOCKED, IT WILL BE SECURED/LOCKED, IF POSSIBLE, BY THE POLICE DEPARTMENT. IF A DOOR CANNOT BE SECURED, AN EMERGENCY CONTACT NAME MAY BE CALLED.**

**Business Owner/Registered Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorized By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**VILLAGE OF ELM GROVE  
SURVEY OF EMPLOYEE HOURS FOR  
SANITARY SEWER NON-METERED BUSINESSES**

Please provide information regarding employee hours for sanitary sewer billing.  
If your business is located at any of the addresses listed below for metered buildings  
you do not need to provide this information.

Owner/Facility Name \_\_\_\_\_

Business Location \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

Instructions: Sanitary sewer charges for unmetered water users are based on the number of employee hours worked at the business location. Please report the total number of hours that each employee is estimated to be present at the above business location, including management, working owners, and part time employees.

Description of business operations: \_\_\_\_\_

Estimated employee data

	<u>Number of employees</u>	<u>Hours/Year</u>
Full time employees	_____	_____
Part time employees	_____	_____
Total	_____	_____

Do you anticipate a significant change in employee hours during the next twelve months?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Returned by: \_\_\_\_\_  
*Business Owner/Registered Agent*

\_\_\_\_\_  
*Title* *Date*

Return to: *Village Clerk  
Village of Elm Grove  
13600 Juneau Blvd.  
Elm Grove WI 53122*

\_\_\_\_\_  
*Telephone Number*

Addresses of Metered Buildings  
If your business is located in any of the following addresses we do not need the information above.  
Bluemound Rd: 12400, 12500, 12700, 12850-12950, 12970, 15280  
Elm Grove Rd: 500, 890, 945  
Watertown Plank Rd: 13100, 13150, 13500, 13545