TOWN OF MERTON
W314N7624 Hwy 83, P.O. Box 128
North Lake, WI 53064
FEE $150.00

Administration
Ph 262-966-2651 Fax 262-966-2801
Website: www.townofmerton.com
Email: clerk@townofmerton.com

APPLICATION FOR PLAN OF OPERATION & SITE PLAN

DATE: _____

OWNER /APPLICANT INFORMATION

Owner/Applicant _____
Address _____
_____
Phone # (____) _____
Email Address _____

PROPERTY INFORMATION

Tax Key # _____
Zoning District _____
Property Address _____

Plan of Operation

Business Name _____
Address of Premises _____
Description of Business Operation _____
_____
Business Type: Retail _____ Wholesale _____ Manufacturing _____ Other _____
New Use _____ Expansion of Existing Use _____
Days and Hours of Operation _____
Special Events Planned _____
Total Number of Employees _____ Full Time _____ Part Time _____ Seasonal _____
Any Outside Storage _____ What Will Be Stored and Where _____
Screening Proposed (Attach Plan) _____ Lighting Proposed (Attach Plan) _____
Signage Proposed _____

Parking/Loading

Expected Number of Trucks Per Day _____
Overnight Parking: Number of Trucks _____
Number of Offstreet Parking: Employee _____
Offstreet Parking Spaces (Show on Site Plan)
Landscaping Plan (Show on Site Plan)

Expected Number of Autos Per Day _____
Number of Autos _____ Equipment _____
Number of Offstreet Parking: Visitor _____
Offstreet Loading Spaces (Show on Site Plan)

Other

Sewage Disposal: Septic Tank _____ Holding Tank _____
Water Supply: Private Well _____ Other _____
Production Materials Waste Method _____ Dumpster (Show Location on Site Plan)
Flammable Substance/Storage _____ Where _____ Type of Container _____
Method of Building/Grounds Maintenance _____
Method of Property Security _____

FEES INCURRED BY TOWN IN OBTAINING LEGAL, PLANNING, ENGINEERING & OTHER PROFESSIONAL AND TECHNICAL ADVICE IN CONNECTION WITH THE REVIEW OF THIS APPLICATION SHALL BE CHARGED TO THE APPLICANT.

A PROJECT ON A LAKE PROPERTY MAY REQUIRE A STATE PERMIT FROM THE DNR

Signature of Owner/Applicant _____ **Date** _____

Submitted for Review On: _____ **Zoning:** _____
Plan Commission Meeting Date: _____ **Date Paid:** _____
Approved by Zoning Administrator: _____ **Date:** _____
Special Requirements: _____
Approved by Plan Commission: _____ **Date:** _____
Site Plans & Building Plans _____ **REQUIRED**

Town of Merton
Professional Services Reimbursement Notice

The Town of Merton has determined that whenever the services of the Town Planner, Town Engineer, Town Attorney, Town Building Inspector and any other of the Town's professional staff results in a charge to the Town for that professional's time and service, the Town Clerk shall charge that service for the fees incurred by the Town to the property owner incurring those fees even if the request is not approved.

I/we have been advised that if the Town Planner, Town Engineer, Town Attorney, Town Building Inspector or any other Town professional provides services to the Town because of my/our activities, whether at my/our request or the request of the Town, I/we shall be responsible for the fees incurred by the Town even if my/our request is not approved.

Signature(s) of Property Owner(s): _____

_____

Date: _____

Please Print

Property Owner Name: _____

Mailing Address: _____

Property Address: _____

Request for: _____

Phone: _____ Email: _____