

TOWN OF MERTON  
W314N7624 Hwy 83, P.O. Box 128  
North Lake, WI 53064  
FEE \$200.00



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 \_\_\_\_\_ Expected Number of Autos Per Day \_\_\_\_\_  
Overnight Parking: Number of Trucks \_\_\_\_\_ Number of Autos \_\_\_\_\_ Equipment \_\_\_\_\_  
Number of Offstreet Parking: Employee \_\_\_\_\_ Number of Offstreet Parking: Visitor \_\_\_\_\_  
Offstreet Parking Spaces (Show on Site Plan) Offstreet Loading Spaces (Show on Site Plan)  
Landscaping Plan (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: \_\_\_\_\_