

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 OR APPLICANT INFORMATION

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 Off-street Parking: Employee _____

Number of Off-street Parking: Visitor _____

Off-street Parking Spaces (Show on Site Plan)

Off-street 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: _____