

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: _____

APPLICANT INFORMATION

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

PROPERTY INFORMATION

Tax Key # _____
 Zoning District _____
 Property Owner _____
 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 _____

OWNER/APPLICANT OR A REPRESENTATIVE MUST BE PRESENT AT THE MEETING.

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: _____