



**CITY OF WAUKESHA**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
 City Hall, 201 Delafield Street, Room 200  
 Waukesha, WI 53188  
 Phone (262) 524-3750 Fax (262) 524-3751

## CONDITIONAL USE PERMIT APPLICATION

This application must accompany a Plan Commission Application along with the required fee.  
 The Plan Commission may not make a decision on this request if the property owner is not present at the meeting.

DATE: 11/15/19

NEW APPLICATION                       AMENDMENT TO EXISTING CONDITIONAL USE PERMIT

NAME OF PROJECT OR BUSINESS: Waukesha Civic Theatre, Inc.

LOCATION OF USE: 270 W. Main Street

TYPE OF USE: Theatre

Is this a NEW use or is this use being relocated from somewhere else? Expansion

If you are relocating a use, where are you relocating it from? Expanding from next door

Do you operate a use in other locations? ? (Circle one)  YES    NO

If yes, please explain: Existing theatre at 264 W. Main St.

Will the use be occupying an existing building or will you be building a new building?  EXISTING    NEW

Hours and days of operation: 7am to 2am daily

Number of Employees: In conjunction with existing: 6, plus 10 event staff

Number of on-site parking stalls available: 2

Length of permit requested (6 month, 1 year, 2 year,  permanent): \_\_\_\_\_

Current zoning: B-2

Is a License required to operate this use? (Circle one) YES     NO    If yes, please attach a copy.

Name of licensing authority: \_\_\_\_\_

Will any hazardous materials be used? No

The following information must be attached to process the permit: N/A - No site plan changes.

- A site map showing the location of the proposed site.
- A site plan showing the location of building(s), parking, landscaping, etc. GIS Aerial and Conceptual proposed uses attached
- A floor plan of the building showing how it will be used for the proposed use.
- If an existing building, a photo of the building.
- If new, complete development plans must be submitted per the development guidelines.
- If facade changes are proposed, plans must be submitted showing changes.
- A business plan if there is one; otherwise answer the questions on the back.

Please Note: If approved, this permit will be issued to the applicant only and will not be transferrable. This application will become null and void if required fees and materials are not submitted at time of application. Any physical changes made to the building may require the installation of additional fire protection systems. Please contact the Fire Marshal for further discussion.

Please attach a copy of your Business Plan if you have one.

If you do not have written Business Plan or choose not to share it, please answer the following questions:

1. What business will you be in? Community theatre, currently in its 63<sup>rd</sup> year, expanding next door
2. Explain your business' daily operations. classes, rehearsals, business operations & performances,
3. How will business be managed on a daily basis? Full time Managing Artistic Director and staff
4. What are your products or services? Community
5. Will your employees need additional parking? No
6. Are employees required to have any certification(s)? No
7. Who is the owner of the building or premises where your business will be conducted? Currently Karen White, White Family Trust, but acquiring the property.
8. If you are not owner of the building or premises where your business will be conducted, do you have a lease agreement with the owner? Acquiring
9. Are there any insurance requirements for your business? Standard
10. Will you have property insurance? Yes
11. Are there any noise considerations/concerns with your business operations? No