



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: 8-14-23

NEW APPLICATION  AMENDMENT TO EXISTING CONDITIONAL USE PERMIT

NAME OF PROJECT OR BUSINESS: Lithia- Subaru Dealership and Service Shop  
LOCATION OF USE: 1733 Manhattan Drive, 1530, 1538, 1560, 1570 E Moreland Blvd  
TYPE OF USE: Car Dealership and Service Shop

Is this a NEW use or is this use being relocated from somewhere else? Relocated and New

If you are relocating a use, where are you relocating it from? 1710 Wisconsin Avenue (164) Waukesha

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

If yes, please explain: \_\_\_\_\_

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

Hours and days of operation: Sales Mon-Fri 9 am - 8 pm Sat 9 am - 5 pm Sun Closed Service Mon-Fri 7 am -7 pm  
Sat 7 am -5 pm Sunday Closed.

Number of Employees: 90-120

Number of on-site parking stalls available: 57

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

Current zoning: B-% Community Business District

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

Name of licensing authority: Department of Transportation

Will any hazardous materials be used? Yes, with OSHA certification for storing and disposing.

The following information must be attached to process the permit:

- A site map showing the location of the proposed site.
- A site plan showing the location of building(s), parking, landscaping, etc.
- 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? Sales and service of new and used vehicles.  
\_\_\_\_\_  
\_\_\_\_\_
2. Explain your business' daily operations. Sales and service of new and used vehicles.  
\_\_\_\_\_  
\_\_\_\_\_
3. How will business be managed on a daily basis? On site supervision  
\_\_\_\_\_  
\_\_\_\_\_
4. What are your products or services? Sales and service of new and used vehicles including parts and accessories.  
\_\_\_\_\_  
\_\_\_\_\_
5. Will your employees need additional parking? No  
\_\_\_\_\_
6. Are employees required to have any certification(s)? All certifications are required and completed by the OEM.
7. Who is the owner of the building or premises where your business will be conducted?  
Lithia Real Estate  
\_\_\_\_\_
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? NA  
\_\_\_\_\_
9. Are there any insurance requirements for your business? Yes, and Lithia has coverage.  
\_\_\_\_\_
10. Will you have property insurance? Yes.  
\_\_\_\_\_
11. Are there any noise considerations/concerns with your business operations? No  
\_\_\_\_\_  
\_\_\_\_\_