



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: _____

☐ NEW APPLICATION

☐ AMENDMENT TO EXISTING CONDITIONAL USE PERMIT

NAME OF PROJECT OR BUSINESS: _____

LOCATION OF USE: _____

TYPE OF USE: _____

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

If you are relocating a use, where are you relocating it from? _____

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: _____

Number of Employees: _____

Number of on-site parking stalls available: _____

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

Current zoning: _____

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? _____

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? _____

2. Explain your business' daily operations. _____

3. How will business be managed on a daily basis? _____

4. What are your products or services? _____

5. Will your employees need additional parking? _____
6. Are employees required to have any certification(s)? _____
7. Who is the owner of the building or premises where your business will be conducted?

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? _____
9. Are there any insurance requirements for your business? _____
10. Will you have property insurance? _____
11. Are there any noise considerations/concerns with your business operations? _____

