

**Town of Winchester, County of Winnebago, State of Wisconsin
APPLICATION for
SITE PLAN REVIEW**

Date: _____

Name of Business: _____

Address: _____

Tax Key Number: _____ **Years in Operation:** _____

Phone: _____

Name of Property Owner: _____

Address: _____

Phone: _____

Email: _____

Name of Business Operator (if different from Property Owner): _____

Address: _____

Phone: _____

Email: _____

Zoning of Property: _____

Zoning of Adjacent Properties:

Use of property to the north: _____

Use of property to the east: _____

Use of property to the south: _____

Use of property to the west: _____

Type of Business (detailed explanation of business):

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Specific use of each building:

Building A: _____

Building B: _____

Building C: _____

Building D: _____

List of chemicals stored on site: _____

Maximum number of employees: Full-time: _____ Part-time: _____

Days of operations: _____

Hours of operation: _____

Is this an expansion of an existing operation: Yes: _____ No: _____

If yes, are there currently any permits under another name, other than those indicated on this application?

Names: _____

Parking:

Number of spaces available: _____

Dimensions of parking lot: _____

Parking lot construction: Paved: _____ Gravel: _____ Grass: _____

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Employee parking included in number of spaces available: Yes ____ No ____

Type of screening: Fencing: ____ Plantings: ____

Will there be any outdoor storage on site? Yes ____ No ____

If yes, where will it be located? _____

What type of items will be stored? _____

Will it be screened from public view? _____

Where will refuse containers be located: Indoors: ____ Outside: ____

If outdoors, how will it be screened? _____

Building / Property Signs:

Type (check all that apply): Free standing: ____ Attached to building: ____

Lighted: ____ Mobile: ____

Single-faced: ____ Double-faced: ____

Size: _____

Location: _____

Content: _____

Material: _____

Outdoor Lighting:

Type: _____

Location: _____

Is there a need for any special type of security fencing: Yes ____ No ____

If yes, where? _____

What type? _____

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Are there any food service or vending machines incorporated into this proposal?

Yes ____ No ____

Are there any game machines in this proposal? Yes ____ No ____

If yes, how many? ____ What type? _____

Will any type of music be part of this proposal? Yes ____ No ____

If yes, type: Pre-recorded: ____ Live: ____

Days of week: _____

Will a liquor license or any other special license be required? Yes ____ No ____

If yes, explain the nature of the use of the license: _____

Will there be any potential issues or problems related to odor, smoke, noise, light, or vibration resulting from the operation?

Yes ____ No ____

If yes, explain: _____

Will a highway access permit be required from the State, County, or Town?

Yes ____ No ____

If yes, has a permit been secured? Yes ____ No ____

Date of approval by the Department of Natural Resources of the well for the proposed use:

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What type of sanitary facilities will be utilized by this operation? _____

Describe the means by which erosion shall be managed during construction: _____

Describe the means by which stormwater will be managed on the site post-construction (a detailed description of the facilities must be included on the site plan): _____

Approval date for existing sanitary systems (if relevant) by Winnebago County: _____

Did the Wisconsin Department of Safety and Professional Services (formerly, Department of Commerce), approve building plans:

Yes ____ No ____

Additional information to be considered during site plan review: _____

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Does this application for a site plan include all of the required information and comply in all respects with the *Town of Winchester Bufferyards and Landscaping Guidelines (please check one):* Yes ___ No ___

If no, please explain? _____

Does this application for a site plan include all of the required information and comply in all respects with the *Town of Winchester Map Guidelines (please check one):*

Yes ___ No ___

If no, please explain? _____

Does this application for a site plan include all of the required information and comply in all respects with the *Town of Winchester Parking Guidelines (please check one):*

Yes ___ No ___

If no, please explain? _____

Site Plan:

A detailed Site Plan with dimensions and elevations of all buildings and parking areas; location of well and sanitary system; signs; and other pertinent data shall be submitted with all applications.

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Application Fee:
(\$100.00)

Check Number: _____

Total Amount: _____

Applicant Signature: _____

Date: _____

Please submit 15 copies of this application form and the site plan to:

Town Clerk, 8522 Park Way, Larsen, WI 54947. The Town of Winchester charges a fee of \$100 for each site plan review, which shall be included when returning this application. This covers the cost of publishing notices, which the Town Clerk will handle, and other expenses.

Professional Services: *All costs of professional services such as legal, engineering, and planning review; research; recording fees; and traffic control costs related to any action initiated by a responsible party, other than the Town, to be reviewed or acted upon by the Town of Winchester Plan Commission, Board of Appeals, or Town Board shall pass to the responsible party.*

If a special public hearing is needed the Town of Winchester shall require a fee of \$250 for each rezoning hearing, which must be included when returning this application. This covers the cost of publishing notices, which the Town Clerk will handle, and other zoning expenses.