

# TOWN OF EAGLE

## Questionnaire

Please complete the following questions to determine which applications are applicable to the proposed building, site and operational plans.

**Yes**    **No**

1) Is the proposal for a new business or new use of property?

2) Will there be any change to the physical character of the property? Including but not limited to; building addition, new building, additional/removal parking, additional/removal signage, grading renovation, etc.

3) Is the proposal for a complete modification and change to the use and character of the proposed property?

\*\*If you have answered yes to *only* question 1 please complete the General Application and Plan of Operations thoroughly.

\*\*If you have answered yes to *only* question 2 please complete the General Application and Site Plan thoroughly.

\*\*If you have answered yes to question 1 through 3 please complete the General Application, Plan of Operations, and Site Plan thoroughly.

### 3.07 Approval of Building, Site and Operational Plans

- (1) Where required: In the case of all commercial and industrial uses and residential developments containing more than 2 dwelling units, in any Zoning District, the applicant shall submit for approval by the Planning Commission proposed building, site, operational plans and such other information required by the Planning Commission. In all other cases, the Building Inspector shall make the determination as to the acceptability of the plans and if acceptable, shall issue the appropriate permit in accordance with sections 6.01 and 6.02 of this ordinance. Land disturbing activities may be required, to be approved under the Town of Eagle Erosion and Sedimentation Control Ordinance.

**The complete application must be submitted at least 30 DAYS prior to the meeting date.**

**Town of Eagle**  
**-GENERAL APPLICATION-**

**1. Contact Information**

Name of Applicant: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

Tax Key # \_\_\_\_\_

Daytime Phone No: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**2. Property's Current Zoning:** \_\_\_\_\_

**Neighboring Properties**

**Zoning:**

North: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

South: \_\_\_\_\_

**Use:**

North: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

South: \_\_\_\_\_

**Signs (Section 3.05 of Zoning Ordinance)**

1) Is a sign being requested for the business? \_\_\_ YES or \_\_\_ NO\*\*

\*\* If you have answered no to question #1 the sign section **does not** apply.

2) Will the sign replace an existing sign? \_\_\_ YES\*\* or \_\_\_ NO

3) Will the sign be completely new? \_\_\_ YES\*\* or \_\_\_ NO

\*\*If you answered **yes** to question #2 and/or #3 please complete the following:

**Attach information for new sign that will explain sign location on site plan and/or building elevations and sign appearance.**

Number of Signs: \_\_\_\_\_

Free Standing: \_\_\_\_\_ Monument \_\_\_\_\_ Temporary: \_\_\_\_\_

Lighted (include fixture type and wattage): \_\_\_\_\_

Single or Double-faced: \_\_\_\_\_

Sign Size: \_\_\_\_\_ Height: \_\_\_\_\_

Sign Material: \_\_\_\_\_

Sign Colors: \_\_\_\_\_

\_\_\_\_\_  
Date of filing

\_\_\_\_\_  
Applicant's signature

\$ \_\_\_\_\_  
Filing fee

**TOWN OF EAGLE  
PLAN OF OPERATIONS/SITE PLAN REQUIREMENTS**

**The Plan Commission normally meets the first Monday of each month at 7:30 p.m. All applications must be submitted at least 30 DAYS prior to the meeting date.**

**Applicant:**

1. Fill out General Application, Site Plan Form and Plan of Operations Form.
2. Twelve (12) copies of folded plans, forms and applications, cover letter or any other information must be submitted to the Town Clerk. Plans must state name of building owner, architect and contractor or owner's agent who is responsible for plans. You must indicate the owner's or agent's name, address, phone, fax, address of proposed location, summary of proposal, i.e., total acreage, density, number of units, parking stalls and employees and complete description of proposed use(s) if applicable. Note: 2 copies are to be full-sized and 10 copies can be reduced to regular size (8 ½" x 11") or legal size (11" x 14") paper.

For Buildings:

- \*All plans shall be drawn to scale and show all sides of the proposed building.
- \*All plans will exhibit proposed exterior building materials and colors to be used.
- \*All plans will exhibit proposed/existing off-street parking stalls and driveways/loading docks.
- \*Landscaping plans shall be submitted indicating the location, type and size of material.
- \*A drawing shall be furnished indicating the location of the building in relation to the lot, and also the proximity of any adjacent buildings. Any existing buildings on the proposed lot size must be shown.
- \*Elevations must be shown as to the buildings' comparison to the City datum plans.
- \*Elevations must include the lot, which the structure is to be built, and the street adjacent to the lot.
- \*Grading/storm water plans with storm sewer calculations indicating existing and proposed grades using USGS datum.
- \*A lighting (photometric) plan may be required indicating the type of fixtures and intensity at the lot line.

3. Submit fee payable to the **Town of Eagle**.

Site Plan/Plan of Operations/New Construction: \$1,500.00

Site Plan/Plan of Operations: \$264.00

Plan of Operations only: \$110.00

Minor Site Plan (additions less than 600 s/f): \$127.00

Submit any other information as required by the Town Planner or Plan Commission.

**Town Clerk:**

1. Review application for accuracy and all required information.
2. If application is complete forward to Town Planner.

**Town Planner:**

1. Review application and complete staff review.
2. Forward review to Town Clerk and applicant.

**Process:**

If you have any questions regarding the application or requirements, contact Town Clerk at 262-594-5800.

**Town Of Eagle**  
**-PLAN OF OPERATIONS-**

**1. Business History**

Years in Operation: \_\_\_\_\_

At What Address: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

**2. Proposed Business**

Address: \_\_\_\_\_

Tax Key Number: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Type of Business**

(Please explain type of business *ie*: retail, service etc., provide detailed explanation of service that the business provides and attach any additional information that may explain):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Maximum Number of Employees: \_\_\_\_\_

Days and Hours of Operation: \_\_\_\_\_

**3. Questionnaire:**

- a) Is there any food service or vending machines incorporated in this proposal? Yes\_\_\_\_\_ No\_\_\_\_\_   
 If yes, How many?\_\_\_\_\_   
 What type?\_\_\_\_\_
- b) Are there any game machines proposed? Yes\_\_\_\_\_ No\_\_\_\_\_   
 If yes, How Many?\_\_\_\_\_ What Type?\_\_\_\_\_
- c) Is there any type of music proposed? Yes\_\_\_\_\_ No\_\_\_\_\_   
 If yes, Juke box:\_\_\_\_\_ Live:\_\_\_\_\_ Days of Week:\_\_\_\_\_ Hours:\_\_\_\_\_
- d) Is a highway access permit needed from the State, County, or Town? Yes\_\_\_\_ No\_\_\_\_ If yes, have you secured a permit? Yes\_\_\_\_ No\_\_\_\_
- e) Date of Approval by the Department of Natural Resources of the well for the proposed use (if applicable):\_\_\_\_\_
- f) Date of approval by the County for the existing septic system (if applicable):\_\_\_\_\_
- g) What types of sanitary facilities are to be installed for the proposed operation?\_\_\_\_\_
- h) Do you feel there will be any problems such as odor, smoke, noise, light, or vibration resulting from this operation? Yes\_\_\_\_ No\_\_\_\_   
 If yes, explain:\_\_\_\_\_
- i) Surface water drainage facilities (describe and/or include on site plan):\_\_\_\_\_   
 Is a liquor license or any other special license to be obtained from the local Town Board or State licensing agencies? Yes\_\_No\_\_ If yes, explain:\_\_\_\_\_
- j) Has Wisconsin Department of Commerce approved the building plans for this type of operation? Yes\_\_\_\_ No\_\_\_\_
- k) Is this an expansion of an existing operation? Yes\_\_\_\_ No\_\_\_\_? If yes, are there currently any other licenses and/or permits under other names, other than what is indicated on this application: \_\_\_\_\_   
 \_\_\_\_\_   
 Names of permits or licenses: \_\_\_\_\_   
 \_\_\_\_\_

## Site Plan Checklist

This checklist is to ensure the review of your application is completed in an efficient timely manner. The more thorough the application is the less questions and delay there will be in the process of your application.

*Please provide all the following information with the application at least 30 days before the meeting date:*

- Detailed 1 in. to 100 ft. or less Site Plan at Engineered Scale with locations of the following (please provide 2 full-sized copies and 10 copies reduced to regular size (8 ½" x 11") or legal size (11" x 14") paper).
  - Parking
  - Septic
  - Well
  - Sign
  - Fencing
  - Storm Water Drainage
  - Property Lines
  - Building
  - Lighting
  - Refuse Dumpster Storage/Screening
  - Landscaping
  
- **Detailed to Architectural Scale Building Plans**
  - Floor Plan Showing Means of Egress, Bathroom Facilities, Room Divisions and Use
  
- **Detailed to Architectural Scale Building Elevations**
  - Material Identification
  - Colors
  - Roof Pitch

**Town of Eagle**  
**-SITE PLAN-**

**1. Building Information** (Include Building Plan) (See Section 3.07)

Explain specific use of building(s) include a breakdown for type of space used as percentages. (for example; 70% retail, 5% assembly, 10% production, 10% office, 5% employee provisions).

**Main Building:** \_\_\_\_\_  
\_\_\_\_\_

Building B: \_\_\_\_\_

Building C: \_\_\_\_\_

**List all Flammable chemicals stored in all the buildings:**

Main Building: \_\_\_\_\_

Building B: \_\_\_\_\_

Building C: \_\_\_\_\_

**Emergency Contact person for Fire Dept. purposes:** \_\_\_\_\_

Lock Box Number: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Night Time Phone Number \_\_\_\_\_

**2. Site Information** (Include Site Plan) (See Section 3.07)

Explain specific uses of site include a breakdown for type of space used as percentages. (for example; 10% undisturbed, 40% landscaped, 30% building, 10% parking 10% fenced in outdoor storage).

\_\_\_\_\_  
\_\_\_\_\_

**Parking** (Include information on Site Plan):

Number of spaces requested. Provide breakdown for type i.e. handicap, loading, employee, customer, semis, etc.

\_\_\_\_\_  
\_\_\_\_\_

Number of spaces available: \_\_\_\_\_

**Continued Parking:**

Dimensions of parking lot: \_\_\_\_\_

Parking lot construction: Paved \_\_\_\_\_ Gravel \_\_\_\_\_

Type of screening: fencing \_\_\_\_\_ plantings \_\_\_\_\_ other \_\_\_\_\_

Provide detailed information of screening material: \_\_\_\_\_

\_\_\_\_\_

**Fencing** (Include information on Site Plan):

Fence Material: \_\_\_\_\_

Height: \_\_\_\_\_ Location

Solid \_\_\_\_\_ Semi-transparent \_\_\_\_\_

Is security fencing needed? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what type?

\_\_\_\_\_

**Outdoor Lighting** (Include information on Site Plan):

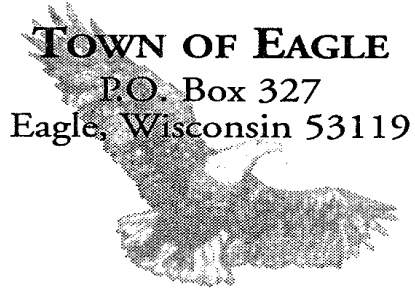
Number: \_\_\_\_\_

Type: \_\_\_\_\_

Location: \_\_\_\_\_

**Refuse Disposal and Storage Container** (Include location on Site Plan):

Type of screening: \_\_\_\_\_



**TOWN OF EAGLE PROFESSIONAL SERVICES REIMBURSEMENT NOTICE**

**PLEASE READ AND SIGN THE FOLLOWING NOTICE:**

Pursuant to the Town of Eagle Ordinance, the Town of Eagle Town Board has made a determination that whenever the services of the Town Planner, Town Engineer, Town Attorney, Town Building Inspector or any other of the Town's professional staff results in a charge to the Town for that professional's time and services, and such services is not a service supplied to the Town as a whole, 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. Also, pursuant to the Town of Eagle Ordinance, certain other fees, costs, and charges are the responsibility of the property owner even if the request is not approved.

I/we, the undersigned, have been advised that, pursuant to the Town of Eagle, 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 at 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. In addition, I/we have been advised that pursuant to the Town of Eagle, certain other fees, costs, and charges are my/our responsibility even if my/our request is not approved.

You will receive your first bill once charges are incurred or your issue is closed. Bills will be sent as charges become available so you are kept up to date regarding your current charges.

**PLEASE PRINT LEGIBLY**

Name & Mailing Address of the Property Owner:

\_\_\_\_\_

Phone \_\_\_\_\_

Name & Address of Petitioner/Responsible Party for Billing (if different from above): \_\_\_\_\_

Phone \_\_\_\_\_

Tax Key No. of the Property Involved in the Request: EGLT \_\_\_\_\_

Request for:

\_\_\_\_\_

Name of Business:

\_\_\_\_\_

Signature of Property Owner and/or Responsible Party:

Owner \_\_\_\_\_

Petitioner \_\_\_\_\_

Phone \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Date \_\_\_\_\_

Signature of Witness and Date \_\_\_\_\_

Signature of Town Official and Date \_\_\_\_\_

**A copy of this completed form shall be provided to the Town Clerk for billing purposes.**