

**VILLAGE OF PALMYRA
PLAN OF OPERATIONS AND OCCUPANCY
PERMIT APPLICATION FEE \$25**

1. Name of Business: _____

Physical Address: _____

Business Phone#: _____

Hours of Operation for

Monday: _____ To _____

Tuesday: _____ To _____

Wednesday: _____ To _____

Thursday: _____ To _____

Friday: _____ To _____

Saturday: _____ To _____

Sunday: _____ To _____

Non Working hours key holders names and telephone numbers:

A: _____ # _____

B: _____ # _____

C: _____ # _____

2. Name of property owner if you are renting: _____

Property owners address: _____

Property owners Phone #: _____

3. Name of business owner: _____

Home Address: _____

Home Phone #: _____

4. Type of business (details explanation of business): _____

5. Drivers License#: _____

6. Current Zoning of Property: _____

7. List **ALL** chemicals and maximum quantities to be stored in **ALL** buildings and submit, in electronic format, MSDS sheets for **ALL!**

Building A: _____

Building B: _____

Building C: _____

8. Specific use of property and buildings:

Building A: _____

Building B: _____

Building C: _____

9. Maximum number of employees: _____

Full Time: _____ Part Time: _____

10. Parking:

A. Number of spaces available: _____

B. Dimensions of parking lot: _____

C. Parking lot construction: Paved: _____ Gravel/Grass _____

D. Is employee parking included in "number of spaces available?"

Yes _____ No _____

E. Type of screening: Fencing: _____ Plantings: _____

11. Outdoor Lighting:

Type: _____

Location: _____

12. Signs: Yes _____ No _____ Has permit been issued? Yes _____ No _____

Type: Free Standing _____ Attached to building _____ Lighted _____

Mobile _____ Single or double faced _____

Size _____ Location _____

13. Is there any food service or vending machines incorporated in this proposal?
Yes _____ No _____ If yes, how many? _____

14. Is a Highway Access Permit needed from the State, County, or Local Municipality?
Yes _____ No _____
If yes, have you secured a permit? Yes _____ No _____

15. Will there be any odors, smoke, noise, light, or vibrations resulting from this operation?
Yes _____ No _____

16. Did Wisconsin State Department of Industry and Human Relation approve building plans?
Yes _____ No _____

17. Is a Liquor License or any other special license to be obtained from the local municipality or state licensing agency?
Yes _____ No _____

18. Is this an expansion of an existing operation? Yes _____ No _____
If yes, are there currently any permits under other names, other than what is indicated on this application?:
Names: _____

19. Any other information/details: _____

20. Tax Key/Parcel # of Property: _____

21. You must submit 6 copies of this Plan of Operation Form and a check \$25.00

The applicant certifies, by his or her signature below, familiarity with State of Wisconsin and Village of Palmyra regulations and procedures pertaining to this application for Land Use approval. The undersigned further certifies that the information contained in this application and all accompanying attachments and exhibits are true and correct to the best of his or her knowledge.

For all requests, professional service fees from the Village Engineer and Attorney are the costs of the applicants / property owner per Section 3.12 of the Village of Palmyra Zoning Code.

Date Filing _____

Applicant's Signature _____

For all requests, professional service fees from the Village Engineer, Zoning Administrator and Attorney are the costs of the applicants / property owner per Section 17.17(6)(b) of the Village of Palmyra Zoning & Development Code.

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

Date Received: _____ / _____ / _____

Application Received By: _____

Plan Commission Date and Time **YOU MUST BE PRESENT:**

Date: _____ / _____ / _____ Time: _____ : _____ PM

Approved for processing by the Village of Palmyra Plan Commission Chairman:

Signature: _____

() Approved () Conditionally Approved

Fire Department Inspector Approval _____ Date _____

Building Inspector Approval _____ Date _____

Occupancy Permit # _____

NOTICE

PLEASE BE ADVISED that pursuant to Village of Palmyra Ordinance No. 06-17, the Village of Palmyra Village Board has determined that the Village Treasurer shall charge the property owner for costs incurred by the Village whenever the services of the Village Attorney, Village Engineer, Village Planner, or any other professional results in a charge to the Village for professional time and services if such service is not a service supplied to the Village as a whole,. Also be advised that pursuant to the Village of Palmyra Ordinances certain other fees, costs and charges are the responsibility of the property owner making application to the Village.

I, the undersigned, hereby acknowledge that I have been advised that, pursuant to the Village of Palmyra Ordinance No. 06-17, if the Village Attorney, Village Engineer, Village Planner, or any other professional provides services to the Village as a result of my activities, whether at my request or at the request of the Village, I shall be responsible for the fees incurred by the Village and, in the event I fail to timely pay such charges, the Village will assess them against my property as a special charge together with any accrued interest. Also I have been advised that pursuant to the Village of Palmyra code certain other fees, costs and charges are my responsibility.

Dated this ____ day of _____ 20____

Signature of the Property Owner: _____

If you are not the property owner please contact them and have them sign this page.

Please Print Name of Property Owner: _____

Address of Property: _____

Tax Key No. of Property: _____

- Original kept on file with Village Clerk.
- Copy provided to Property Owner.

Village of Palmyra

Office of the Public Safety Director

126 N. First Street - P. O. Box 380

Palmyra, WI 53156

(262) 495-4200/Fax (262) 495-2519

The Palmyra Public Safety Department is in the process of updating business contact information for businesses located in the Village of Palmyra. This information will be shared with the Jefferson County Sheriff's Department in the event that we need to contact a representative of your business as a result of an incident or emergency (i.e., open door; fire; alarm, etc.)

If you own multiple properties in the Village, please complete a separate form for each business location. We will be happy to provide you with additional copies of this form if need be, or, feel free to generate copies as you see fit.

In addition, we have an e-mail contact list so we can e-mail notifications of potential crime alerts and other critical information should the need arise. Please be sure that you check the appropriate box on the form if you would like to be advised of such notifications.

Your completed forms may be dropped off at the Public Safety Building; provided to one of our patrol officers on duty; FAXED-262-495-2519; or e-mailed to: j.hoard@villageofpalmyra.com. If you have any questions, please feel free to contact Administrative Assistant Jill Hoard at the number listed below.

Thank you for your help!

Sincerely,

James A. Small
Public Safety Director
262-495-4200

**VILLAGE OF PALMYRA POLICE DEPRATMENT
BUSINESS NAME FILE**

Name of Business: _____

Address: _____

Phone Number: _____ Fax #: _____

Email Address: _____

Would you like to be notified of potential crime alerts by email? YES NO

OWNER OR PRESIDENT:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____

Email Address: _____

CALL ORDER TO NOTIFY IN CASE OF OPEN DOOR OR EMERGENCY:

Keyholder: _____ Phone: _____

Keyholder: _____ Phone: _____

Keyholder: _____ Phone: _____

Keyholder: _____ Phone: _____

Does your business have a security alarm? YES NO

If alarmed, what type? Door or window Motion Detectors Silent Audible

Name of Alarm Company: _____

Phone Number for Alarm Company: _____

Additional information (lights left on, door/windows typically left unsecure, Etc.)

Person completing form: _____

(Please Print)

Date completed: _____