



## VILLAGE OF FOX POINT

MILWAUKEE COUNTY

WISCONSIN

VILLAGE HALL  
7200 N. SANTA MONICA BLVD.  
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### APPLICATION FOR CONDITIONAL USE PERMIT DIRECTIONS

#### GENERAL INFORMATION:

All new businesses locating in an area zoned D-Business must apply for a Conditional Use Permit under Section 745-18D of the Village Code. Certain exceptions apply, see Section 745-18C of the Village Code ([located on the Village website](#)).

Changes in ownership, changes in use, changes in operations, changes in permitted conditions, alterations, and relocations within the Village to businesses with existing Conditional Use Permits may necessitate obtaining an amended Conditional Use Permit.

#### TO APPLY FOR A PERMIT:

1. Complete all the information on the attached application. Please type or print. Attach additional pages if necessary. **Applications with incomplete information will not be accepted.**
2. All materials must be submitted on 8.5" x 11" paper. If larger scale plans are necessary for clarity, please bring to the Plan Commission meeting. (**Note:** All documents submitted will be in copied in black and white.)
3. A \$300 non-refundable fee must accompany this application.
4. A letter of approval from the owner of the property must accompany this application, unless the applicant is the owner. The letter should be:
  - on the owner's letterhead including the owner's original signature,
  - addressed to the Village, and
  - reference the proposed address and name of the business.

The Village will not entertain any requests without the written consent of the owners.

5. A signed Charge Back Form as described in Chapter 67, Article III of the Village Code must accompany this application.
6. The application and one set of the site plans and all related materials must be submitted by **4:00 pm on the second Wednesday** prior to the Plan Commission meeting.
7. Completed applications will be submitted by staff to the Plan Commission for consideration. The Plan Commission meets on the first Monday of each month at 5:45 p.m. PLEASE NOTE: Applicants are required to attend the Plan Commission meeting to discuss their Application.
8. The Village Board will consider the Plan Commission's recommendation at the Board meeting on the second Tuesday of the month at 7:00 p.m. Applicants should also plan to attend the Village Board meeting.
9. The owner is responsible for obtaining other necessary permits and/or approvals, including but not limited to, the North Shore Fire Department's Plan Review and Submittal Requirements.

**-APPLICATION FOR NEW BUILDING OR BUILDING ADDITION - SEE PAGE 2 OF DIRECTIONS-**

**NOTE:** The following information must be submitted for Village approval when proposing a new building or building addition:

1. Description of the project
2. Landscape plan
3. Plat of survey
4. Parking plan (including parking computations) per Chapter 14 of the Fox Point Village Code
5. Drainage plan (including drainage computations)
6. Lighting plan (including photometrics)
7. Traffic plan
8. Proposed location and connection to the sanitary sewer and water mains
9. All elevations
10. Floor plans
11. Any additional information as determined by Village staff

## APPLICATION FOR CONDITIONAL USE PERMIT

**This application must be fully completed to be considered by the Village. A \$300.00 fee (non-refundable) must accompany this application.**

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### Section I

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

Fox Point Business Address: \_\_\_\_\_

\_\_\_\_\_

Local Telephone Number: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Name of Former Tenant (if known): \_\_\_\_\_

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**Section II: If the business is a corporation, please complete the following section. If not, skip to the next section.**

Legal name of the Corporation: \_\_\_\_\_

Address of the Corporate Headquarters: \_\_\_\_\_

Telephone Number of Corporate Headquarters: \_\_\_\_\_

Email Address for Corporate Headquarters: \_\_\_\_\_

Names and addresses of all Corporate Officers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name and address of the Corporate Agent: \_\_\_\_\_

\_\_\_\_\_

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**Section III: If the applicant(s) is an individual or partnership, please complete the following section.**

Names, home and business addresses and home and business telephone numbers of all Applicants

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Names, addresses and phone numbers of all owners if different from Applicant: \_\_\_\_\_

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**Section IV: All applicants must complete the remaining section.**

Applicant's specific interest in site: \_\_\_\_\_

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Square footage of site: \_\_\_\_\_

Describe site and attach plan: See directions for the Conditional Use Permit. The site plan must include a layout of the inside of the store. \_\_\_\_\_

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Describe in detail the business activity that will take place on site, including products and services:

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Describe all owned fixtures, furniture, and equipment to be used on site: \_\_\_\_\_

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Describe all leased fixtures, furniture, and equipment to be used on site: \_\_\_\_\_

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Number of actual or anticipated employees: \_\_\_\_\_

Number of parking spaces to be used by business (employees and customers/clients): \_\_\_\_\_

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Proposed days and hours of operation: \_\_\_\_\_

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Describe any alterations planned for the site: \_\_\_\_\_

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**If there are alterations, what is the estimated cost of the renovation?** \_\_\_\_\_

Person responsible for obtaining a building permit (if required):

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Proposed date of occupancy: \_\_\_\_\_

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Business Owner – Signature

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Date

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Business Owner – PRINTED Name

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**TO BE COMPLETED BY THE VILLAGE OF FOX POINT**

Has sufficient site plan been submitted? (If not, what is needed?) \_\_\_\_\_

What is the category of proposed use? \_\_\_\_\_

Does the parking meet code requirements? \_\_\_\_\_

Is there proper exterior lighting? \_\_\_\_\_

Are there any existing code violations? \_\_\_\_\_

Additional Comments? \_\_\_\_\_

Letter of Consent received from owner? \_\_\_\_\_  
Comments/Date

Date application/materials received: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Receipt No. \_\_\_\_\_

### NOTICE

PLEASE BE ADVISED: Chapter 67, Article III of the Village of Fox Point Village Code is attached hereto and incorporated herein. Pursuant to this Ordinance, the Village of Fox Point Village Board has determined that whenever the services of the Village Attorney, Village Engineer, Village Forester or any other of the Village's professional staff (internal or independently contracted) results in a charge to the Village for that professional's time and services and such service is not a service supplied to the Village as a whole, the Village Treasurer shall charge the property owner for the fees incurred by the Village. Also be advised that pursuant to the Village of Fox Point Municipal Code certain other fees, costs and charges are the responsibility of the property owner making application to the Village.

I, the undersigned, have been advised that, pursuant to the Village Fox Point Village Code, if the Village Attorney, Village Engineer, Village Forester or any other Village professional (internal or independently contracted) 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. Also I have been advised that pursuant to the Village of Fox Point Village code certain other fees, costs and charges are my responsibility.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Name of Property Owner - PRINTED

Mailing Address of Property Owner:

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

Tax Key No. of Property:

\_\_\_\_\_

Address of Property:

\_\_\_\_\_

Fox Point, WI 53217

<p><b>For Village Use Only:</b></p> <p><input type="checkbox"/> Original kept on file with Village Clerk.</p> <p><input type="checkbox"/> Copy provided to Property Owner.</p> <p>Signature: _____</p>
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