

Village of Sullivan  
500 Madison Ave, Po Box 6  
Sullivan, WI 53178  
262.593.2388  
clerk@villageofsullivan.com

## Business Plan of Operations/Site Plan Review

### Business Contact Information

Address of Property in Village \_\_\_\_\_  
Owners Name \_\_\_\_\_  
Owner's Address \_\_\_\_\_  
Owner's Phone Number \_\_\_\_\_  
Owner's Email \_\_\_\_\_  
Contact Person (if different) \_\_\_\_\_  
Contact Person's Address \_\_\_\_\_  
Contact Person's Phone Number \_\_\_\_\_  
Contact Person's Email \_\_\_\_\_

### Business Operation Information

Type of Business (detailed explanation)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Maximum Employees: Full-time \_\_\_\_\_ Part-Time \_\_\_\_\_  
Days/Times of Operation: Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_  
Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_  
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? \_\_\_\_\_

### Property/Building Information

Zoning of Property \_\_\_\_\_  
Zoning of Adjacent Properties and Addresses:  
North: \_\_\_\_\_  
East: \_\_\_\_\_  
West: \_\_\_\_\_  
South: \_\_\_\_\_  
Use of All Buildings on Property (be specific)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Refuse Containers location: Inside \_\_\_\_\_ Outside \_\_\_\_\_  
If outside, how will it be screened? \_\_\_\_\_

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Outside 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? Yes \_\_\_\_\_ No \_\_\_\_\_

Parking:  
Number of spaces available \_\_\_\_\_  
Dimensions of parking lot \_\_\_\_\_  
Parking lot construction: Paved \_\_\_\_\_ Gravel \_\_\_\_\_ Grass \_\_\_\_\_  
Is employee parking included in spaces available? Yes \_\_\_\_\_ No \_\_\_\_\_  
Type of screening, if any: Fencing \_\_\_\_\_ Plants/Trees \_\_\_\_\_

Outdoor Lighting: Yes \_\_\_\_\_ No \_\_\_\_\_  
Type: \_\_\_\_\_  
Location of each light:  
\_\_\_\_\_  
\_\_\_\_\_

Signs: (additional permit may be needed) (provide a picture of sign)  
Type: Free Standing \_\_\_\_\_ Attached to building \_\_\_\_\_ Lighted \_\_\_\_\_  
Mobile \_\_\_\_\_ Single Faced \_\_\_\_\_ Double Faced \_\_\_\_\_  
Size: \_\_\_\_\_ Location: \_\_\_\_\_  
Content on sign: \_\_\_\_\_  
Materials of signage: \_\_\_\_\_

Deck or Patio Planned?: Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, what type? Wood Deck \_\_\_\_\_ Concrete Patio \_\_\_\_\_ Other \_\_\_\_\_  
Dimension: \_\_\_\_\_  
Location: \_\_\_\_\_  
If other, please explain \_\_\_\_\_

Is there a need for any special type of security fence?: Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, how many? \_\_\_\_\_ What Type? \_\_\_\_\_

**Miscellaneous Information**

Will there be any food service or vending machines? Yes \_\_\_\_\_ No \_\_\_\_\_  
Will there be any game machines? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many? \_\_\_\_\_  
What type of machines? \_\_\_\_\_  
Will there be any type of music? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, what type? Pre-recorded (jukebox) \_\_\_\_\_ Live bands \_\_\_\_\_  
What days of the week for live bands? \_\_\_\_\_  
Will there be any sale of alcohol? Yes \_\_\_\_\_ No \_\_\_\_\_  
Do you think there will be any problems such as order, smoke, noise, light, or vibration  
resulting from the business operations? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, explain: \_\_\_\_\_

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What type of sanitary facilities are to be installed for business operations, if necessary?

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Surface water drainage facilities (describe and include on site plan, if required)

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Did Wisconsin Department of Commerce approve the building plans? (If required)

Yes \_\_\_ No \_\_\_ N/A \_\_\_

Is a highway access permit needed from the State, County, or Village? Yes \_\_\_ No \_\_\_

If yes, has a permit been issued? Yes \_\_\_ No \_\_\_

Date of approval by the Jefferson County Health Department for the existing septic system (if required): \_\_\_\_\_

**Remember to include the following with your application:**

\_\_\_ Copy of Driver's License

\_\_\_ Site Plan to include dimensions of all buildings, parking areas, location of well & septic (if there is one), sign locations

\_\_\_ Pictures of proposed signs

\_\_\_ Any fees (Plan Commission Meeting \$150.00)

You may submit your application by mail or email to the Village Clerk.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Note:** There may be charges associated with this application. Applications will be reviewed by WI Inspection Agency. If there is any need for the Village engineer or attorney to review the application the cost will be invoiced to the applicant for the company's hourly rate.

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**For Office Use Only**

Application Received \_\_\_\_\_

Clerk/Treasurer Signature \_\_\_\_\_

Building Inspector's Signature \_\_\_\_\_

Date of Plan Commission Meeting \_\_\_\_\_ Did it pass Plan Commission? \_\_\_\_\_

Date of Village Board Meeting \_\_\_\_\_ Did it pass the Village Board? \_\_\_\_\_

Any restriction/s approved by the Plan Commission/Village Board?

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