



APPLICATION PROCEDURE FOR PLAN COMMISSION SUBMITTALS

1. **PROPERTY OWNER** (or Authorized Agent) must contact the Village Clerk to make an appointment for a Planning Meeting. Lisbon Staff will review the proposed project and give direction on what is needed to complete the application process, as well as deadline dates to meet. Forms will be provided to you at, or prior to, this meeting; forms can also be found online at www.LisbonWI.gov.
2. **PROPERTY OWNER** (or Authorized Agent) completes and signs the application form(s) and provides the Clerk with 12 copies of completed application packet. One electronic copy should also be provided via email, fileshare, or flashdrive. Also, please make sure to provide a check for the application fees made payable to the Village of Lisbon.
3. **CLERK** forwards the completed application packet to Planner and Engineer. Planner and Engineer will review project for compliance with Lisbon Code and State requirements, and provide a written staff report for Plan Commission.

If a PUBLIC HEARING is required for your project, CLERK provides legal notice to the newspaper for publication and mails a notice to all property owners within 500' of the subject property.

4. **PROPERTY OWNER** (or Authorized Agent) attends the Plan Commission meeting(s) and any related Public Hearing(s). If applicant or Agent are not present, the Plan Commission may postpone consideration of your project.
5. **PLAN COMMISSION** reviews application and facts presented at the Plan Commission meeting and any related Public Hearing(s), and will make a decision as to approval, denial, postponement, or make a referral to the Village Board.



PROJECT REVIEW CHECKLIST

Prior to the application submittal deadline, the Property Owner or Authorized Agent shall present a completed application packet and a detailed Site Plan map prepared with the information below to the Lisbon Clerk at the Village Hall. The submittal will be reviewed and, if appropriate, discussed at the next regularly scheduled Plan Commission meeting. **NOTE: The items listed below are a required minimum and additional materials may be requested during the review process.**

1. A **written statement** describing the general character of the intended development and including the property address, tax key number, and correct legal description. General items to include in the statement are: hours of operation, number of employees, traffic patterns, parking requirements, trash removal, etc.
2. An **accurate Site Plan map** of the project area. The site plan should be professionally prepared by a licensed architect, surveyor, or engineer, with accurate dimensions indicating the property size, its relationship to surrounding properties, existing topography, key natural features, and show the location of all existing and proposed:
 - a. Structures, showing all entrances
 - b. Driveways & street access
 - c. Parking areas
 - d. Walkways
 - e. Existing & proposed landscaping
 - f. Abutting public & private streets
 - g. All public & private easements
 - h. Surrounding land uses and zoning
 - i. Retaining walls and fences
 - j. Decorative accessories
 - k. Dumpster location & screening
 - l. Location, color, dimensions & materials of all signs
 - m. Location, size and character of dedicated or private open space
 - n. Location of sanitary sewer, storm sewer, water mains and services, and stormwater detention facilities
 - o. Floor plan of building(s) or addition(s)
3. **Stormwater management plan** (if applicable)
4. **Grading plan** showing existing and finished grades to Village datum
5. Professionally prepared **landscape plan**
6. **Lighting plan** including photometric plan, type of fixtures, wattage, location, and height of lighting structures.
7. Topographic data or **pertinent grade elevations** for proper remodeling of existing buildings showing finished exterior treatment.
8. **Colored elevations** of proposed buildings, structures, fencing – or of proposed remodeling of existing buildings – showing finished exterior treatment, and a listing of building materials.
9. **Contact info** including names, address, phone number, and email address of the Property Owner and Authorized Agent to be contacted with questions regarding the application.
10. **Proof of ownership**

The Village of Lisbon reserves the right to REJECT any application deemed incomplete.

A completed application packet – along with the appropriate fees – shall be submitted by 12 Noon on the fourth Wednesday of each month to be considered at the next month's regular Plan Commission meeting. In order for an application to be considered complete, the application shall include the required number of site plans/maps and all of the necessary supporting information as indicated on the Project Review Checklist. If applying for a Conditional Use Permit or Development Agreement, a document showing vested interest in the property is required.



VILLAGE OF LISBON
W234 N8676 Woodside Rd.
Lisbon, WI 53089-1545

SITE PLAN & PLAN OF OPERATION (SPPOO)

INSTRUCTIONS: Do not leave any lines blank; write "N/A" if question does not apply. This form must be accompanied by a detailed 11" x 17" Site Plan as described on the Project Review Checklist and any other supporting materials. Additional items may be requested by Planner, Engineer, or Clerk. All Incomplete Applications will be REJECTED.

Type of Business:

New Building New Tenant New Business Existing Business

Reason for Application:

Change in Ownership Change in Use* Change in Operations*

*Summarize proposed change:

Property Information:

Address: _____

Tax Key: _____ Acres: _____ Zoning: _____

Owner: _____

Business Information:

Name: _____ Contact Person: _____

Mailing Address: _____

Phone: _____ Email: _____

Hours of Operation & Operating Specifics

Describe in detail the specific type of business operation (retail, restaurant, manufacturing, office, etc). Include any temporary, accessory, and outdoor uses (storage, etc). What items are sold or produced on the property? Explain your production process for the site.

Provide Days and Hours of Business (actual business hours) and Operation (any hours staff on premises)

- a. Business Hours: M – F _____ Sat _____ Sun _____
- b. Operating Hours: M – F _____ Sat _____ Sun _____

Number of Employees (include owner)

- a. Full Time _____ Part Time _____ Seasonal _____
- b. How many staff are on site at a time? Min: _____ Max: _____

Food / Beverages / Alcohol

Will there be any service or sales of food, beverages, or alcohol on site? ___ Yes ___ No

If yes, answer the following:

- a. Staff service _____ Vending machine _____ Self-serve _____
- b. Table Seating Capacity: Inside: _____ Outside: _____ Bar: _____
- c. Quantity of Vending Machines: Food _____ Soda _____ Other _____

Outdoor Uses

Is there any proposed outdoor storage? ___ Yes ___ No

a. If yes, what and where? _____

Will there be any outdoor events? ___ Yes ___ No

a. If yes, describe the types of events, parking accommodations, sanitary facilities, and delineate the locations of such events on the Site Plan to be submitted. Attach additional pages as needed.

Will there be any customer storage/dockage? ___ Yes ___ No

a. If yes, please indicate location on the Site Plan to be submitted.

Parking Lot(s):

a. Dimensions _____

b. Total number of spaces _____

c. Number of Employee spaces _____

Is there any anticipated odor, smoke, dust, noise, etc. expected with this use? ___ Yes ___ No

a. If yes, describe the types, duration, days and hours, and delineate the locations of such occurrences on the Site Plan to be submitted. Attach additional pages as needed.

Will there be any music or entertainment on the site? ___ Yes ___ No

- a. If yes, describe the types, duration, days and hours, and delineate the locations of such occurrences on the Site Plan to be submitted. Attach additional pages as needed.

Will there be any game machines on the site? ___ Yes ___ No

- a. If yes, describe the quantity and types, and delineate the locations of such machines on the Site Plan to be submitted. Attach additional pages as needed.

Buildings

Building A

- a. Dimension & stories: _____
- b. Use: _____

Building B

- a. Dimension & stories: _____
- b. Use: _____

**Submit additional pages as necessary for more buildings*

Lighting (submit Cut-Sheets)

Will there be any Outdoor Lighting? ___ Yes ___ No

- a. If yes, describe the quantity and types, and delineate the locations of such machines on the Site Plan to be submitted. Attach additional pages as needed.

Signage

Describe the quantity and types (attached, free-standing, monument, etc.) of any existing or proposed signage on the site, including whether signage will be illuminated, and delineate the locations of such signage on the Site Plan to be submitted. Attach additional pages as needed. **NOTE:** *New signage requires a separate permit to be obtained from the Lisbon Building Inspector.*

Chemicals or Hazardous Materials

Are there any Chemicals, Hazardous Waste, or Solvents stored on site? ___ Yes ___ No

- a. If yes, list those items and describe how they are disposed of. Attach additional pages as needed.

Is there any storage/sales of gasoline or other petroleum product? ___ Yes ___ No

- a. If yes, list those items and describe how they are disposed of. Attach additional pages as needed.

Stormwater Retention, flow of Surface Water, and amount of Impervious Surfaces

Are there surface water drainage facilities? ___ Yes ___ No

a. If yes, please explain. Attach additional pages as needed.

Refuse Disposal

Are there dumpsters/waste containers on site? ___ Yes ___ No

a. If yes, show location of dumpsters on Site Plan along with any screening.

Permit Approval & Issuance

Is a Highway Access Permit needed? ___ Yes ___ No

a. If yes, provide date of issuance: _____

DNR Well approval (new construction only)

a. Provide date of approval: _____

Has a Fire Department Inspection been conducted? ___ Yes ___ No

a. If yes, provide date of passing inspection: _____

Has the WI Dept. of Safety & Professional Services approved building plans? ___ Yes ___ No

a. Provide date of approval: _____

Will any security fencing be necessary? ___ Yes ___ No

a. If yes, please explain and show location of fencing on Site Plan to be submitted.

Horse Boarding

Does this business operation involve the boarding of horses? ___ Yes ___ No

a. Maximum number of horses boarded: _____

b. Maximum number of horses owned: _____

Has a Conservation Plan been prepared by the Land Conservation Committee? ___ Yes ___ No

a. Date prepared: _____

Additional Information

Please provide any additional information that may be helpful to understand the nature of your business.
Additional pages may be attached as needed.
