

CHAPTER 11
TOWN OF LISBON ZONING ORDINANCE

3. **Issuance:** The zoning administrator, building inspector or his or her deputy shall issue Building, occupancy, and use permits after adequate investigation as to compliance.
 - A. **Building permit:** Provided the application is in order, and any building, occupancy, or use as proposed would be in compliance with the provisions of all Town ordinances and other applicable governmental laws and regulations, a building permit shall be issued upon such application, and a certification that such permit has been issued shall be posted in a prominent place on the premises during the period of any construction or other activity involved in readying the land or buildings for use/occupancy.
 - B. **Occupancy and use permit:** Within ten (10) days after the notification of the completion of the construction, alteration, conversion, relocation, repair, or improvement of a building, or of intent to commence a use, the building inspector or his or her deputy shall make an inspection of the premises and any buildings thereon; and, if such building, intended use, or proposed occupancy complies with the requirements of this ordinance, an occupancy and use permit shall be issued. Temporary Occupancy Permits shall not be issued.
4. **Expiration:** If within six (6) months of the date of issuance of a building permit, the proposed construction or preparation of land for use has not commenced, or if within twelve (12) months an occupancy and use permit has not been issued, or the construction has not been completed, said building permit shall expire, except that upon showing of valid cause, the Building Inspector may grant an extension of such permit for a period not to exceed six (6) months. Said permit extension shall be issued for the full fee and based upon full conformance with this Ordinance at the time of issuance of the new permit. If the construction has not commenced or is not completed after a total of eighteen (18) months, a new permit must be applied for and received subject to all fees and subject to the Ordinance in effect at the time of such new permit issuance. Previous incomplete work is not entitled to a new permit if the Ordinance no longer permits said use or structure or if changes to the Ordinance have been made subsequent to the original issuance of the permit.
5. **Site Plans and Plans of Operation - Use Permits:** Certain permitted uses as well as certain conditional uses require the submission of a Site Plan and Plan of Operation which provides a detailed description of the proposed use and serves as a basis for consideration prior to approval by the Town Plan Commission. The purpose of such a Site Plan and Plan of Operation review is to document the permit file, determine adequacy of the data submitted to describe the permitted and accessory uses and buildings proposed and document the plan and method of operation to enable a determination of compatibility with the Ordinance and consideration of approval. A Site Plan and Plan of Operation shall include the following information, as well as any other specific information requested by the Plan Commission or the building inspector to review the plans and determine compliance with the regulations of this Ordinance:
 - A. A Plan of Operation is a statement of operations, signed by the property owner and tenant or operator of the business or use, including a detailed description of the request, number of employees, hours of operation, and types of uses, products, or services offered.
 - B. A Site Plan and/or Plat of Survey of the property (in standard engineering or mapping scale which permits a clear representation of the property to a scale not to exceed two hundred (200) feet to one (1) inch), showing the location and dimensions of all existing and proposed buildings and structures and other attributes on the site, the location, number

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and arrangement of parking spaces or loading areas, lighting fixtures, easements, dumpsters, signs, landscaping and screening, and any other factors affecting the development of the site such as natural resource features. The Deputy Town Clerk should be consulted as to how many copies should be submitted for the Plan Commission meeting.

C. A stormwater management and erosion control plan consistent with the requirements of the Town Engineer (refer to Addendum F, the Storm Water Management and Erosion Control Ordinance, located in the Waukesha County Code, Chapter 14, Article VIII), and the Town Building Inspector. In addition, a grading plan, where required, shall be submitted to the same scale as the Site Plan, including existing and proposed contours at a maximum of two (2) foot vertical intervals for slopes less than twelve (12) percent and at no more than five (5) foot intervals for slopes twelve (12) percent or greater, existing and proposed features (i.e. berms, swales, ponds, ditches, storm sewers, inlets, etc.), vegetative plan, timetable for completion, the name of the responsible party and a letter of credit, if deemed necessary. The plan commission, town engineer, or building inspector has the discretion to request a grading plan in a scale different than the Site Plan in order to show with sufficient detail the contours and features of the property. The Deputy Town Clerk should be consulted as to how many copies should be submitted for the Plan Commission meeting.

D. Three sets of building plans (for the town file, engineer, building inspector), State approved if required, at a standard architectural scale, including exterior elevation drawings of all sides of all buildings proposed and interior floor plans.

E. A rendering of all signs visible from the exterior, along with the location, dimensions, overall height, illumination, and colors of the signs, which shall comply with this ordinance and Chapter 13, Signs, of the Town of Lisbon General Code of Ordinances (refer to Addendum A).

F. Lighting or photometric plan, including cut sheets of each type of exterior light fixture proposed or existing.

G. A detailed landscaping plan showing the location, sizes, and types of proposed vegetation, including seeding mixtures and the amount of topsoil and mulch, the timetable for completion, and any surfacing plan for parking and loading areas.

H. All Site Plan/Plan of Operation approvals shall be reviewed at least once every year at a time to be determined by the Town in order to ensure compliance with the terms and conditions of the approval.

I. The County Environmental Health Division shall approve of the use and its affect on the sewage system, if the site is not served by public sewer.

J. The Fire Department shall approve of the use in accordance with the fire code.

(c) Site Regulations

1. Building must be on a lot: Every building hereafter erected, altered, relocated, used or occupied shall be located on a lot as defined herein. Any building used for the principal use permitted in that district shall constitute the principal building and there shall be no more than one (1) principal building on a lot except with approval in the R-3, RM, PR, P-I, Q-1, business and industrial districts, and in planned unit developments, and where the permitted principal use in a zoning district is agricultural.