



## VILLAGE HALL

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## F INSTITUTIONAL DISTRICT APPLICATION DIRECTIONS

### **GENERAL INFORMATION:**

In an area zoned F-Institutional, no building or premises shall be used, nor shall any building be constructed or enlarged, and no exterior alterations shall be made to an existing building without receiving F Institutional approval under Section 745-20B of the Village Code. Certain exceptions apply; see Sections 745-20A and 745-18C of the Village Code ([located on the Village website](#)).

### **TO APPLY FOR A PERMIT:**

1. Complete all the information on the attached application. **Applications with incomplete or illegible 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 all meetings. (**Note:** All documents submitted will be in copied in black and white.)
3. A \$300 non-refundable fee must accompany this application.
4. The application and all related materials must be submitted by **4:00 pm on the second Wednesday** prior to the Village Board meeting.
5. Completed applications will be submitted by staff to the Village Board for referral to a Joint Plan Commission/Building Board meeting and to schedule a Public Hearing. The Village Board meets on the second Tuesday of each month at 7:00 p.m. Applicants should plan to attend the Village Board meeting.
6. A Joint Plan Commission/Building Board meeting will be held on the first Monday of the next month at 4:30 p.m. Applicants are required to attend the Joint Plan Commission/Building Board meeting to discuss the Application.
7. The Village Board will hold a Public Hearing and will consider the Joint Plan Commission/Building Board's recommendation at the Village Board meeting on the second Tuesday of the month at 7:00 p.m. Applicants are also required to attend the Village Board meeting.
8. Agendas for the Village Board and Joint Plan Commission/Building Board meetings will be made available on the Village's website.
9. The applicant is responsible for obtaining other necessary permits and/or approvals.

## F INSTITUTIONAL DISTRICT APPLICATION

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Name of Property Owner or Institution:

Address:

Contact Person:

Telephone Number:

Email Address:

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- Attach a typed letter describing the project and explaining how the project meets the standards required in 745-20B(2). The standards to be applied are:
    - a. Appropriate in the location proposed
    - b. Compatible with the neighborhood
    - c. Not detrimental to the property values of surrounding property
    - d. In keeping with the residential character and quality of the Village
  - Attach building plans, sketches, renderings, and site plans as reasonably necessary for the Village Board to form an opinion.
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Signature of Property Owner or Authorized Institutional Representative

Printed Name -Property Owner or Authorized Institutional Representative

Date

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

Date Received:

Receipt No.