



## VILLAGE OF FOX POINT APPLICATION FOR SITE PLAN APPROVAL DIRECTIONS

Site plan approval is governed by Sections 745-18E & F of Village Code and can be found on the Village website.

### **Complete Site Approval Applications must include:**

A completed application for site plan approval. Incomplete applications will not be accepted. Attach additional pages if necessary. All materials must be submitted on 8.5" x 11" paper. All documents submitted will be copied in black and white. If larger scale plans are necessary for color or clarity, bring them to the Village Board meeting.

A \$300 non-refundable fee.

A letter of approval from the owner of the property, unless applicant is the owner. The letter should be:

- On the owner's letterhead and include the owner's signature
- Addressed to the Village
- Reference the proposed address and name of the business.

A signed Charge Back Form as described in Chapter 67 Article III of Village Code.

*Note: The owner is responsible for obtaining any other necessary permits and/or approvals including, but not limited to, the North Shore Fire Department's Plan Review and Submittal Requirements.*

Submit completed application, one set of site plans, and all related materials by 12:00 noon on the Wednesday prior to the Village Board meeting. Village Board meets on the second Tuesday of each month at 7:00 p.m.

**Applicants are required to attend the Village Board meeting to discuss their application.**



## VILLAGE OF FOX POINT APPLICATION FOR SITE PLAN APPROVAL

### Applicant

Name of Business	Fox Point Business Address
Contact Person	Local Phone #
Email	

### Property Owner (if different from applicant)

Property Owner	Owner Address
Owner Phone #	Email

Property Dimensions: \_\_\_\_\_

Describe site and attach site plan. *Review the Application for Site Plan Approval Directions for more information.*

# of parking spaces to be used by business for:

Full-Time Employees \_\_\_\_\_ Part-Time Employees \_\_\_\_\_ Customers \_\_\_\_\_

Describe alterations planned for the site including, but not limited to, changes in topography, buildings, structures, landscaping, signage, exterior lighting, parking, loading, fencing, and/or traffic flow.

**Person responsible for obtaining a building permit**

Name	Company Name
Address	Phone #
Email	Anticipated Occupancy Date under Building Permit

The following information must be submitted along with this application for approval:

- Definition of the project
- Landscape plan
- Plat of survey
- Parking plan include parking computations per Chapter 745 of Village Code
- Drainage plan including drainage computations
- Lighting plan including photometrics
- Traffic plan
- Proposed location and connection to sanitary sewer and water mains
- All elevations

*Additional information may be required.*

The applicant is responsible for obtaining other permits as needed such as an occupancy permit, food dealers license, sign permit, building permit, electrical permit, and plumbing permit.

\_\_\_\_\_  
Business Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Owner Printed Name

**Office Use Only**

Has sufficient site plan been submitted?    \_\_\_ Yes    \_\_\_ No

*If not, what is needed?* \_\_\_\_\_

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

Does parking meet code requirements?    \_\_\_ Yes    \_\_\_ No

Is there proper exterior lighting?    \_\_\_ Yes    \_\_\_ No

Are there any existing code violations?    \_\_\_ Yes    \_\_\_ No

*If yes, explain:* \_\_\_\_\_

Comments: \_\_\_\_\_

Letter of Consent received from owner?    \_\_\_ Yes    \_\_\_ No

Date application received: \_\_\_\_\_

Fee paid:    \_\_\_ Yes    \_\_\_ No    Receipt #: \_\_\_\_\_

## 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: \_\_\_\_\_

**For Village Use Only:**

- Original kept on file with Village Clerk.
- Copy provided to Property Owner.

Signature: \_\_\_\_\_