

# Plan of Operation Permit Application Form

Village of Waunakee

## Section I: Contact Information

Business Name	Applicant Name
Business Address	Applicant Address
City, State, Zip	City State, Zip
Business Telephone Number	Applicant Telephone Number
On-Site Manager Name	Contact Person for Ensuring Compliance with this Plan:
On-Site Manager Address	Compliance Contact Address
City, State, Zip	City, State, Zip
On-Site Manager Telephone Number	Compliance Contact Telephone Number

## Section II. General Information

1. Has the Village of Waunakee issued a Conditional Use Permit (CUP) for this property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. What are the proposed hours of operation for the business?	_____ a.m/p.m. to _____ a.m/p.m.
3. How many full time workers will be employed by the business? <i>(May be expressed as a range)</i>	_____ to _____
4. How many part-time workers will be employed by the business? <i>(May be expressed as a range)</i>	_____ to _____
5. Is this application for a multi-tenant building? <i>(If yes, please attach a plot plan for the building.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Was this business in existence on April 13, 2001? <i>(Note: Lawful uses in existence on April 18, 2001, do not need a permit unless the circumstances in Section II, 7. below apply.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Why is this permit being sought (choose all that apply)? <ul style="list-style-type: none"> <li><input type="checkbox"/> Change in the person or entity that owns or leases the property.</li> <li><input type="checkbox"/> Change in the person or entity that operates the business.</li> <li><input type="checkbox"/> Increase in number of employees beyond the maximum number specified in the existing plan of operation.</li> <li><input type="checkbox"/> Change in hours of operation.</li> <li><input type="checkbox"/> Change in business, commercial, industrial, or other activities on the property.</li> <li><input type="checkbox"/> New business.</li> <li><input type="checkbox"/> Other (please explain) _____</li> </ul>	

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**Section III. Description of Business Activities**

Please describe the business, commercial, industrial or other activities that will occur on the property.

Please provide any additional information which may help the Village understand the nature of the business:

**Section IV. Applicant Signature**

*By signing below, I certify that the information provided is true and accurate to the best of my knowledge, and that I have the authority to make this application in the name of the business.*

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

Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title (if applicable) \_\_\_\_\_

**Section V. Village Approval (for office use only)**

- The permit has been approved.
- The permit has been approved with conditions (see attached)
- The permit has not been approved for the following reasons (see attached)

\_\_\_\_\_  
Signature of Village Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

ORDINANCE NO. 01-05  
VILLAGE OF WAUNAKEE

AN ORDINANCE TO CREATE SECTION 106.855 OF THE  
CODE OF ORDINANCES RELATING TO PLANS OF OPERATION,  
AND TO AMEND SECTION 106-627, REGARDING USE RESTRICTIONS  
IN THE I-1 LIGHT INDUSTRIAL DISTRICT.

*The Village Board of the Village of Waunakee, Dane County, Wisconsin, do ordain as follows:*

1. Section 106.855 of the Code of Ordinances is created as follows:

**Sec. 106-855. Plan of Operation.**

- (a) *Plan of Operation Required.* Except as provided in subsections (c) and (g), no person or entity may use any property for any purpose, without an approved plan of operation issued pursuant to this section. Except as provided in subsections (c) and (g), no activity or enterprise may be engaged in or carried on upon any property, except as provided in an approved plan of operation issued pursuant to this section.
- (b) *Temporary Plan of Operation.* A temporary plan of operation is required for seasonal business operations, special events, vendor stalls, and other seasonal or short term nonresidential activities such as holiday tree sales and fruit and vegetable stands. The duration of a temporary plan of operation permit shall be established by the Plan Commission.
- (c) *Exceptions.* Approval of a plan of operation is not required for residential uses, Village facilities and operations, or public school buildings and operations.
- (d) *Application.* An application for approval of a plan of operation shall be submitted to the Zoning Administrator on a form prescribed by the Village, and shall include the following information:
  - (1) The name and address of the applicant.

- (2) A description of the business, commercial, industrial or other activities that will occur on the property.
  - (3) The name and address of the on-site manager of the business or entity.
  - (4) The proposed hours during which activities will occur on the property.
  - (5) The number of full-time and the number of part-time employees that will be employed on the property, which may be expressed as a range of full-time and part-time employees.
  - (6) If the plan of operation is for a multi-tenant building, the application shall include a plot plan for the building.
- (e) *Standards for approval.* A plan of operation shall be approved if the Zoning Administrator finds that the proposed use of the property does not violate any provision of this Chapter and, if applicable, is permitted under the conditional use permit issued for the property.
- (f) *New plan of operation required for changed operations.* A new or amended plan of operation is required where:
- (1) The person or entity that owns or leases the property or operates the business on the property changes.
  - (2) The number of employees working on the property increases beyond the maximum number specified in the existing plan of operation.
  - (3) The hours of operation are changed.
  - (4) The business, commercial, industrial or other activities that will occur on the property changes from the activities described in the existing plan of operation.
- (g) *Existing uses.* The lawful use of structures or land existing on April 13, 2001 may be continued without an approved plan of operation. For such uses, a plan of operation shall be required where:

- (1) The person or entity that owns or leases the property or operates the business on the property changes.
- (2) The number of employees working on the property increases beyond the number of employees on April 13, 2001.  
*20*
- (3) The hours of operation are changed from the hours of operation that existed on April 13, 2001.  
*20*
- (4) The business, commercial, industrial or other activities that will occur on the property changes from the activities that occurred on the property on April 13, 2001.  
*20*

2. Section 106-627 is amended as follows:

**Sec. 106-627. Use Restrictions.**

Industrial and manufacturing uses in the I-1 light industrial district shall be conditional uses subject to article V of this chapter, except as described in this section. Some illustrative conditional uses under this section are as follows:

- a. Contractors.
- b. Food processing and distribution.
- c. Laboratories.
- d. Storage and sale of machinery and equipment.
- e. Trade and contractors' offices.
- f. Wholesaling
- g. Warehousing
- h. Light assembly industries.
- i. Office.
- j. Research Facilities.
- k. Communications transmitting tower, receiving tower, relay or microwave towers.
- l. Utility Facilities and substations.
- m. Buildings over 45 feet in height.
- n. Day care centers.
- o. Ancillary commercial uses that serve primarily neighboring

light industries and offices.

~~Uses under 10,000 square feet in size that are conducted entirely within previously approved multi-tenant structures in the I-1 light industrial district may be permitted without conditional use approval, subject to site plan approval for any exterior modifications or signage and submittal of a plan of operation to the staff including the following information:~~

~~(1) Name, address and phone number of business owner and on-site business manager;~~

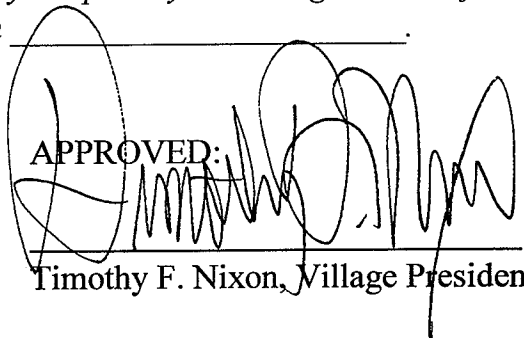
~~(2) Number of employees;~~

~~(3) Number and type of truck deliveries per day and per week;~~

~~(4) Hours of operation.~~

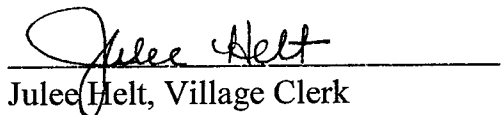
(5) This ordinance shall be effective upon passage and posting/publication pursuant to law.

*The foregoing ordinance was duly adopted by the Village Board of the Village of Waunakee at a regular meeting held on \_\_\_\_\_.*

APPROVED: 

Timothy F. Nixon, Village President

ATTEST:

  
Julee Helt, Village Clerk

APPROVED: 4/2/01

POSTED: \_\_\_\_\_

PUBLISHED: 4/19/01