

ZONING PERMIT v 2020.03.11

FOR OFFICE USE ONLY

Zoning Permit No. _____ Date: ___ / ___ / ___

*Zoning permit fees are included with development review fees for CUPs, PUDs, and SUPs.

A Zoning Permit is required prior to any of the activities listed below:

Proposed activity (indicate type):

- | | |
|--|--|
| <input type="checkbox"/> Home Occupation | <input type="checkbox"/> Addition of use(s) |
| <input type="checkbox"/> Change of use | <input type="checkbox"/> Reactivation of prior use |
| | <input type="checkbox"/> Other (explain) _____ |

Property Address: _____ Lot # _____ Zoning District: _____

Applicant Name: _____

Mailing Address: _____

City, State and Zip Code: _____

Phone Number: () - _____ e-mail address: _____

Property Owner Name (if other than applicant): _____

Property Owner Signature (if other than applicant): _____

Name of Business: _____

Proposed Use of Premises: _____

****SEE OTHER SIDE FOR SUBMITTAL REQUIREMENTS****

I understand that I must comply with current Wisconsin Building Codes through the Building Inspection Department and obtain any necessary permits; that I must comply with plans and information submitted in association with this application; and that falsifying information may result in my Zoning Permit being revoked.

Signature of Applicant: _____ Date: ___ / ___ / ___

Erosion Control permit needed: [] YES [] NO EC Application Filed: [] YES [] NO

[] ZP Approved [] ZP Denied [] Other Approval Needed

Zoning Administrator: _____ Date: ___ / ___ / ___

Unless otherwise requested, approvals will be returned via e-mail

SUBMITTAL MATERIALS REQUIRED FOR VARIOUS ZONING PERMIT APPLICATION TYPES:

Home Occupation

- Completed Zoning Permit Application
- Letter of Intent, noting desired use out of residence, how much s.f. of residence to be utilized, how many employees on max. work shift and abiding to below standards:

Village of Mukwonago Municipal Code Section 100-21(6):

Home occupations and professional home offices are a conditional use in any residential district requiring a conditional use permit. The home occupation or professional home office shall meet the following minimum criteria:

- a. The use of the residential dwelling for the home occupation or professional home office shall be clearly incidental and subordinate to its residential use and shall not occupy more than 25 percent of the floor area of one floor.
- b. No professional home office shall be located in or conducted in any accessory structure.
- c. No person other than members of the family residing on the premises shall be employed or engaged in such home occupation or professional home office.
- d. Home occupations shall use only household equipment, and no stock in trade shall be kept or sold except that made on the premises.
- e. No traffic shall be generated by the home occupation or professional home office in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of the home occupation or use shall be provided off the street and other than in the required street yard.
- f. No outdoor storage of equipment or product shall be permitted.
- g. Home occupations, which comply with the conditions set forth above, may include, but are not limited to, baby sitting, canning, crafts, desktop publishing and other computer services, dressmaking, laundering, millinery, piano teaching and word processing.
- h. Home occupations shall not include auto body or engine repair, barbering, beauty shops, construction trades, dance studios, insurance agencies, photographic studios or real estate brokerages.

Change of Use/Addition of Use/ Reactivation of a Prior Use

- Completed Zoning Permit Application
- Site Plan, and Construction Plans, dimensioned (as determined by Zoning Administrator)
- Letter of Intent describing the proposed use(s) and nature of the changes.

Other

- Completed Zoning Permit Application
- Site Plan (as determined by Zoning Administrator)
- Letter of Intent
- Any other information deemed relevant to the proposed activity