



## VILLAGE OF KIMBERLY

### Site Review Application

#### Submit to:

Planning & Zoning  
515 W. Kimberly Ave.  
Kimberly WI 54136  
920-788-7500

#### Applicant Information

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

Petitioner Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ email: \_\_\_\_\_

Status of Petitioner (please check one): ☐ Owner ☐ Representative ☐ Tenant ☐ Prospective Buyer

Petitioner's Signature (required): \_\_\_\_\_

#### Owner Information

Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s) Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ email: \_\_\_\_\_

Ownership Status (please check one): ☐ Individual ☐ Trust ☐ Partnership ☐ Corporation

#### **Property Owner Consent (required):**

By signature hereon, I/We acknowledge that Village officials and/or employees may, in the performance of their functions and duties, enter upon the property to inspect or gather other information necessary to process this application. I also understand that all meeting dates are tentative and may be postponed by the Village for incomplete submissions or other administrative reasons.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Site Information

**Address/Location of Proposed Project:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Proposed Project or Use:** \_\_\_\_\_

**Current or last Use of Property:** \_\_\_\_\_

**Land Uses Surrounding this Address:** North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

- It is recommended that the applicant meet with Village Department staff prior to submittal to review the project and submitted materials.
- Application Fees must be submitted with the application.

**Submittal Requirements – Must accompany the application to be complete.**

- A narrative of the proposed building or addition including:
  - Proposed use of the property
  - ☐ Existing use of the property
  - ☐ Effects on adjoining properties to include: noise, hours of operation, glare, odor, fumes, vibration, etc.
  - ☐ Compatibility of the proposed use with adjacent and other properties in the area.
  - ☐ Traffic generation
  - ☐ Any other information pertinent to adequate understanding of the intended use and its relation to nearby properties
- Complete site plans including:
  - ☐ Two (2) legible scaled and dimensioned drawings/prints of site plan and building elevations (when applicable.)
  - ☐ Two (2) 8 ½" x 11 (minimum) to 11" x 17" (maximum) reduction of the site plan and building elevations (when applicable.)
  - ☐ All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, walls.
  - ☐ Location of all outdoor storage and refuse disposal areas and the design and materials used for construction
  - ☐ Location and dimension of all on-site parking (and off-site parking provisions if they are to be employed
  - ☐ Location, height, design, illumination power and orientation of all exterior lighting on the property including a photometrics plan.
  - ☐ Location of all exterior mechanical equipment and utilities and elevations of proposed screening devices where applicable (i.e. visible from a public street or residential use or district). Mechanical equipment includes, but is not limited to; HVAC equipment, electrical transformers and boxes, exhaust flues, plumbing vents, gas regulators, generators.