



VILLAGE OF KIMBERLY
Site Review Application

Submit to:
Planning & Zoning
426 W. Kimberly Ave.
Kimberly WI 54136
920-788-7507
sschroeder@vokimberlywi.gov

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:
 - Twelve (12) legible scaled and dimensioned drawings/prints of site plan and building elevations (when applicable.)
 - Twelve (12) 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.