



Application Filed _____ 20__
 Application Fee Paid _____ 20__
 Application Approved _____ 20__
 Application Denied _____ 20__
 Permit Issued _____ 20__

**VILLAGE OF PLEASANT PRAIRIE
 SITE AND OPERATIONAL ZONING PERMIT**

USE THIS FORM FOR:

Tenants/Use change proposing to occupy less than 50% of an existing commercial/industrial building.

Insignificant exterior accessory alterations including small parking lot additions.

Does not require a Conditional Use Permit.

- Prime Outlets
- Willow Pointe
- The Crossings
- Prairie Ridge Market Place
- Shoppes of Prairie Ridge
- Prairie Ridge Commons
- Town N Country Shopping Center
- Truesdell Plaza
- Johnson Bank
- Other _____

FOR OFFICE USE ONLY

For Exterior Alterations:

- Application
- Application Fee
- Operational plan
- Title sheet
- Survey
- Site plan
- Grading and drainage plan
- Building and fire protection plan
- Lighting plan
- Landscape and open space plan
- Signage plan
- Industrial/commercial waste survey
- Performance standards compliance plan
- Additional requirements, as required

For Tenant Build-Outs:

- Application
- Application Fee
- Operational plan
- Building and Fire Protection plans
- Exterior Lighting plan, if applicable
- Signage plan
- Industrial/commercial waste survey
- Performance standards compliance plan
- Additional requirements, as required

Please check one of the following:

| Accessory Structure | Minor Site Change | Alteration OR Tenant (or Use) Change |
|---|---|--|
| <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION | <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION | <input type="checkbox"/> Alteration OR Tenant/Use Change with Structural Change <input type="checkbox"/> Alteration OR Tenant/Use Change without Structural Change <input type="checkbox"/> Tenant Change without Alteration |

SECTION 1: GENERAL INFORMATION

NAME OF BUSINESS _____

SITE ADDRESS: _____

BRIEF PROJECT DESCRIPTION: _____

PROPOSED NUMBER OF FULL TIME EMPLOYEES: _____

PROPOSED NUMBER OF PART-TIME EMPLOYEES: _____

PROPOSED ADDITION/ALTERATION SIZE: _____ sq.ft. **HEIGHT:** _____ ft.

LEGAL DESCRIPTION: _____

TAX PARCEL NUMBER(S) : _____

CURRENT ZONING CLASSIFICATION(S) OF THE PROPERTY: _____

If property is zoned M-1 or M-2, indicate the Occupancy Type pursuant to the Use and Occupancy Classification specified in Chapter 3 of the 2006 International Building Code (2006 IBC). Include all that apply and associated square footage for each classification:

- Factory Group F-1 (Moderate-hazard) _____ sq ft
- Factory Group F-2 (Low-hazard) _____ sq ft
- Storage Group S-1 (Moderate-hazard) _____ sq ft
- Storage Group S-2 (Low-hazard) _____ sq ft
- Business Group B _____ sq ft
- High-Hazard Group H* _____ sq ft
- Other _____ sq ft
- Other _____ sq ft

**If Use and Occupancy Classification is High-Hazard Group H please provide a detailed written narrative that explains the specific use, quantity of storage and handling of the high hazard materials along with appropriate MSSD sheets with this application.*

PUBLIC SERVICES:

1. Is the property serviced by Public Sanitary Sewer? YES NO
2. Is the property serviced by Public Water? YES NO
 - If yes, is the structure served by fire sprinklers? YES NO
3. Maximum number of gallons/minute of water expected to be used per day is: _____.

SECTION 2: EXISTING USES AND BUILDINGS ON THE SITE

Are there any existing buildings on the site? YES NO

- If yes, provide an attachment that explains the current uses on the property and current uses in each building and if the use(s) is proposed to continue; and the gross floor area and height of each building.
- If no, what is the current use of the property? _____

SECTION 3: PHOTOGRAPHS

Are there any exterior modifications proposed for the structures/site? YES NO

- If yes, submit dated standard size photographs or digital photographs of the existing site areas to be changed.

SECTION 4: SIGNAGE

Sign permits for any sign changes or additions shall be submitted for review and approval. (Separate Sign Application Form)

SECTION 5: NON-CONFORMING USE

1. **Is any use on the site a nonconforming use? YES NO**
 - **If yes, then continue with this section.**
2. If you answered **YES** to question 1 above, prima facie proof of each element of legal nonconforming use status shall be submitted to the Village with this application (that the nonconforming use was legal in its inception, that the use was active and actual and not merely casual, occasional, incidental or accessory when it became nonconforming, that the use has been continuous with no gap of 12 or more consecutive months since it became nonconforming.

SECTION 6: PERFORMANCE STANDARDS

Pursuant to the Village Zoning Ordinance, any application for a permit under this ordinance or any use subject to the regulations and standards set forth in the Village Zoning Ordinance shall be accompanied by a sworn statement by the owner of the subject property that said property and use will be operated in accordance with the performance standards set forth in Section 420-38 of the Village Ordinance. Continued compliance with the regulations and standards is required. Violations of such standards shall be remedied as required by the Village Zoning Ordinance.

No land or building in any district shall be operated in such a manner so as to create any dangerous, injurious, noxious or otherwise objectionable fire, explosive or other hazard; noise or vibration, smoke, dust, dirt or other form of air pollution; water pollution; electrical, radioactive or other disturbances; glare; or other substance, condition or element (referred to herein as "dangerous or objectionable elements") in such amount as to adversely affect the surrounding area or premises; provided that any use permitted by this ordinance may be undertaken and maintained if it conforms to the regulations of this subsection limiting dangerous and objectionable elements at the specified point or points of the determination of their existence.

The Village may require additional information be submitted to ensure that the Village Performance Standards are being met.

SECTION 6: SIGNATURES

I,(We), hereby certify that all the above statements and all attachments submitted herewith are true and correct to the best of my knowledge. In addition I, (we) understand the requirements and procedures for Site and Operational Plan approval.

PROPERTY OWNER:

Name: _____
(Please Print)
Signature: _____
Address: _____

(City) (State) (Zip)
Phone: _____
Fax: _____
E-mail: _____
Date _____

APPLICANT:

Name: _____
(Please Print)
Signature: _____
Address: _____

(City) (State) (Zip)
Phone: _____
Fax: _____
E-mail: _____
Date: _____

Is the applicant the owner of the property? YES NO

If no, then either proof of the applicant’s legal interest in the subject real property (e.g. accepted offer to purchase, lease, etc., which may be appropriately redacted to preserve confidential information) or written authorization signed by the owner for the applicant to act as the owner’s agent in connection with the application shall be included with the application.

DEVELOPER (if Applicable)

Name: _____
(Please Print)
Signature: _____
Address: _____

(City) (State) (Zip)
Phone: _____
Fax: _____
E-mail: _____
Date _____

USER OR OCCUPANT OF SITE::

Name: _____
(Please Print)
Signature: _____
Address: _____

(City) (State) (Zip)
Phone: _____
Fax: _____
E-mail: _____
Date: _____