

**VILLAGE OF PALMYRA**  
**PLAN OF OPERATIONS AND OCCUPANCY**  
**PERMIT APPLICATION      FEE \$25**

1. Name of Business:\_\_\_\_\_

Physical Address:\_\_\_\_\_

Business Phone#:\_\_\_\_\_

Hours of Operation for

Monday:\_\_\_\_\_ To\_\_\_\_\_

Tuesday:\_\_\_\_\_ To\_\_\_\_\_

Wednesday:\_\_\_\_\_ To\_\_\_\_\_

Thursday:\_\_\_\_\_ To\_\_\_\_\_

Friday:\_\_\_\_\_ To\_\_\_\_\_

Saturday:\_\_\_\_\_ To\_\_\_\_\_

Sunday:\_\_\_\_\_ To\_\_\_\_\_

Non Working hours key holders names and telephone numbers:

A:\_\_\_\_\_ #\_\_\_\_\_

B:\_\_\_\_\_ #\_\_\_\_\_

C:\_\_\_\_\_ #\_\_\_\_\_

2. Name of property owner if you are renting:\_\_\_\_\_

Property owners address:\_\_\_\_\_

Property owners Phone #:\_\_\_\_\_

3. Name of business owner:\_\_\_\_\_

Home Address:\_\_\_\_\_

Home Phone #:\_\_\_\_\_

4. Type of business (details explanation of business):\_\_\_\_\_

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5. Drivers License#:\_\_\_\_\_

6. Current Zoning of Property:\_\_\_\_\_

7. List **ALL** chemicals and maximum quantities to be stored in **ALL** buildings and submit, in electronic format, MSDS sheets for **ALL!**

Building A:\_\_\_\_\_

Building B:\_\_\_\_\_

Building C:\_\_\_\_\_

8. Specific use of property and buildings:

Building A:\_\_\_\_\_

Building B:\_\_\_\_\_

Building C:\_\_\_\_\_

9. Maximum number of employees:\_\_\_\_\_

Full Time:\_\_\_\_\_ Part Time:\_\_\_\_\_

10. Parking:

A. Number of spaces available:\_\_\_\_\_

B. Dimensions of parking lot:\_\_\_\_\_

C. Parking lot construction: Paved:\_\_\_\_\_ Gravel/Grass\_\_\_\_\_

D. Is employee parking included in “number of spaces available?”  
Yes\_\_\_\_\_No\_\_\_\_\_

E. Type of screening: Fencing:\_\_\_\_\_ Plantings:\_\_\_\_\_

11. Outdoor Lighting:

Type:\_\_\_\_\_

Location:\_\_\_\_\_

12. Signs: Yes\_\_\_\_\_ No\_\_\_\_\_ Has permit been issued? Yes\_\_\_\_\_ No\_\_\_\_\_

Type: Free Standing\_\_\_\_\_ Attached to building\_\_\_\_\_ Lighted\_\_\_\_\_  
Mobile\_\_\_\_\_ Single or double faced\_\_\_\_\_  
Size\_\_\_\_\_ Location\_\_\_\_\_

13. Is there any food service or vending machines incorporated in this proposal?  
Yes\_\_\_\_\_ No\_\_\_\_\_ If yes, how many?\_\_\_\_\_

14. Is a Highway Access Permit needed from the State, County, or Local Municipality?  
Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, have you secured a permit? Yes\_\_\_\_\_ No\_\_\_\_\_

15. Will there be any odors, smoke, noise, light, or vibrations resulting from this operation? Yes\_\_\_\_\_ No\_\_\_\_\_

16. Did Wisconsin State Department of Industry and Human Relation approve building plans? Yes\_\_\_\_\_ No\_\_\_\_\_

17. Is a Liquor License or any other special license to be obtained from the local municipality or state licensing agency?  
Yes\_\_\_\_\_ No\_\_\_\_\_

18. Is this an expansion of an existing operation? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, are there currently any permits under other names, other than what is indicated on this application?:

Names:\_\_\_\_\_

\_\_\_\_\_

19. Any other information/details:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

20. Tax Key/Parcel # of Property:\_\_\_\_\_

21. You must submit 6 copies of this Plan of Operation Form and a check \$25.00

The applicant certifies, by his or her signature below, familiarity with State of Wisconsin and Village of Palmyra regulations and procedures pertaining to this application for Land Use approval. The undersigned further certifies that the information contained in this application and all accompanying attachments and exhibits are true and correct to the best of his or her knowledge.

For all requests, professional service fees from the Village Engineer and Attorney are the costs of the applicants / property owner per Section 3.12 of the Village of Palmyra Zoning Code.

Date Filing\_\_\_\_\_

Applicant's Signature\_\_\_\_\_

For all requests, professional service fees from the Village Engineer, Zoning Administrator and Attorney are the costs of the applicants / property owner per Section 17.17(6)(b) of the Village of Palmyra Zoning & Development Code.

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**DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY**

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Application Received By:\_\_\_\_\_

Plan Commission Date and Time **YOU MUST BE PRESENT:**

Date:\_\_\_\_/\_\_\_\_/\_\_\_\_ Time:\_\_\_\_:\_\_\_\_ PM

Approved for processing by the Village of Palmyra Plan Commission Chairman:

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

(        ) Approved                      (        ) Conditionally Approved

Fire Department Inspector Approval\_\_\_\_\_ Date\_\_\_\_\_

Building Inspector Approval\_\_\_\_\_ Date\_\_\_\_\_

Occupancy Permit #\_\_\_\_\_

## NOTICE

PLEASE BE ADVISED that pursuant to Village of Palmyra Ordinance No. 06-17, the Village of Palmyra Village Board has determined that the Village Treasurer shall charge the property owner for costs incurred by the Village whenever the services of the Village Attorney, Village Engineer, Village Planner, or any other professional results in a charge to the Village for professional time and services if such service is not a service supplied to the Village as a whole,. Also be advised that pursuant to the Village of Palmyra Ordinances certain other fees, costs and charges are the responsibility of the property owner making application to the Village.

I, the undersigned, hereby acknowledge that I have been advised that, pursuant to the Village of Palmyra Ordinance No. 06-17, if the Village Attorney, Village Engineer, Village Planner, or any other professional provides services to the Village as a result of my activities, whether at my request or at the request of the Village, I shall be responsible for the fees incurred by the Village and, in the event I fail to timely pay such charges, the Village will assess them against my property as a special charge together with any accrued interest. Also I have been advised that pursuant to the Village of Palmyra code certain other fees, costs and charges are my responsibility.

Dated this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature of the Property Owner:\_\_\_\_\_

If you are not the property owner please contact them and have them sign this page.

Please Print Name of Property Owner:\_\_\_\_\_

Address of Property:\_\_\_\_\_

Tax Key No. of Property:\_\_\_\_\_

- ☐ Original kept on file with Village Clerk.
- ☐ Copy provided to Property Owner.

**VILLAGE OF PALMYRA POLICE DEPRATMENT  
BUSINESS NAME FILE**

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Would you like to be notified of potential crime alerts by email? ☐ YES ☐ NO

**OWNER OR PRESIDENT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**CALL ORDER TO NOTIFY IN CASE OF OPEN DOOR OR EMERGENCY:**

Keyholder: \_\_\_\_\_ Phone: \_\_\_\_\_

Keyholder: \_\_\_\_\_ Phone: \_\_\_\_\_

Keyholder: \_\_\_\_\_ Phone: \_\_\_\_\_

Keyholder: \_\_\_\_\_ Phone: \_\_\_\_\_

Does your business have a security alarm? ☐ YES ☐ NO

If alarmed, what type? ☐ Door or window ☐ Motion Detectors ☐ Silent ☐ Audible

Name of Alarm Company: \_\_\_\_\_

Phone Number for Alarm Company: \_\_\_\_\_

Additional information (lights left on, door/windows typically left unsecure, Etc.)

\_\_\_\_\_  
\_\_\_\_\_

Person completing form: \_\_\_\_\_

(Please Print)

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

**Village of Palmyra**  
Office of the Public Safety Director  
126 N. First Street - P. O. Box 380  
Palmyra, WI 53156  
(262) 495-4200/Fax (262) 495-2519

The Palmyra Public Safety Department is in the process of updating business contact information for businesses located in the Village of Palmyra. This information will be shared with the Jefferson County Sheriff's Department in the event that we need to contact a representative of your business as a result of an incident or emergency (i.e., open door; fire; alarm, etc.)

If you own multiple properties in the Village, please complete a separate form for each business location. We will be happy to provide you with additional copies of this form if need be, or, feel free to generate copies as you see fit.

In addition, we have an e-mail contact list so we can e-mail notifications of potential crime alerts and other critical information should the need arise. Please be sure that you check the appropriate box on the form if you would like to be advised of such notifications.

Your completed forms may be dropped off at the Public Safety Building; provided to one of our patrol officers on duty; FAXED-262-495-2519; or e-mailed to: [j.hoard@villageofpalmyra.com](mailto:j.hoard@villageofpalmyra.com). If you have any questions, please feel free to contact Administrative Assistant Jill Hoard at the number listed below.

Thank you for your help!

Sincerely,

Scott Pavlock  
Public Safety Director  
262-495-4200