

## **PLAN OF OPERATION**

Plan of Operations are required for all businesses in the town. To discuss the application process with the Town Planner contact –

Town Administrator/Planner - Jeff Herrmann

Office Hours Monday and Wednesday 8 a.m. to 11:30 a.m. or by appointment

Phone – 262-968-3656

### **THE FOLLOWING TO BE SUBMITTED WITH THE PLAN OF OPERATION**

- Completed Professional Services Reimbursement form ([click here for form](#))
- Complete Plan of Operation Form ([click here for form](#))  
Two (2) copies and one (1) digital
- Site Plan drawn to scale
- Interior floor plan drawn to scale
- Exterior lighting plan with cut sheet, if applicable
- Signage. Detailed sign rendering with size and color and location
- Landscaping plan, if applicable
- Construction drawings to scale if new building and/or addition
- Documentation from the Waukesha County Environmental Health Division approving the waste disposal system, if applicable
- Complete Liquor License application, if applicable (See Town Clerk for forms)
- Copy of Restaurant License from Waukesha County, Environmental Health Division, if applicable
- Applicable fees per schedule ([click here for schedule](#))