



VILLAGE OF SUSSEX
PLAN OF OPERATION
PROCEDURE LIST

Project Name

Tax Key #

Pre-application conference must be arranged with Kasey Fluet, Assistant Development Director. Please contact her at 262-246-5215.

Complete the following: Plan of Operation, Service Reimbursement Agreement, Emergency Contact and Wastewater Discharge Permit.

Submit the above completed forms and the required fee by the last business day of the month for consideration for the next Plan Commission Agenda. Please note that submitting by the deadline does not guarantee placement on the Plan Commission Agenda.

The following fees are required at the time of submittal:

_____ Plan of Operation fee	\$175.00
_____ Conditional Use fee	\$210.00
_____ Pre Occupancy inspection fee	\$100.00

Please make check payable to: Village of Sussex (fees are non refundable)

Notes: _____

Additional fees are required for building permits, review fees, or other items depending upon the nature of your request.

Contact Name for meetings: _____ Phone # _____

E-mail: _____

For office use only:

<p>Met with staff on: _____</p> <p>Paid fees on: _____</p> <p>To be on the Plan Commission Agenda for: _____</p> <p>Original forms to the following:</p> <p>Plan of Operation to Kasey F. _____</p> <p>Service reimbursement _____</p> <p>Emergency Contact to Sheriff Dept _____</p> <p>Wastewater Permit to WWTP _____</p> <p>Any outstanding fees owed on the property? _____</p>
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