



## Administrative Permit Application Form

### Use / Re-occupancy / Sign / Home Occupation / Temporary Use

#### Applicant / Agent / Contact

Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 E-Mail \_\_\_\_\_  
 Website \_\_\_\_\_  
 Project Name or New Company Name \_\_\_\_\_

Representing \_\_\_\_\_

#### Economic Development Information (optional):

Would you be interested in a workplace visit with the Mayor? Yes No

Why did you choose New Berlin over other cities? \_\_\_\_\_

#### Property Information

Property Address \_\_\_\_\_  
 Business Name \_\_\_\_\_  
 Tax Key Number(s) \_\_\_\_\_  
 Current Zoning \_\_\_\_\_  
 Property Owner \_\_\_\_\_  
 Property Owner's Address \_\_\_\_\_

Existing Use of Property \_\_\_\_\_

Lot Size \_\_\_\_\_

Structure Size \_\_\_\_\_ Addition \_\_\_\_\_

For Multi-Tenant Buildings, Space Occupied \_\_\_\_\_

**Brief Description of Proposal** \_\_\_\_\_

Application Type (Time frame)*	Fees	Required Plans/Information (Failure to submit all required plans will result in rejection of the application.)	
<input type="checkbox"/> Re-Occupancy (Max. 5 days)*  <input type="checkbox"/> Use Approvals (20,000 sq.ft. or less) (Max. 15 days)*	<input type="checkbox"/> Residential - \$100/unit  <input type="checkbox"/> Commercial / Office / Institutional - \$200 (B-1, B-2, B-3, B-5, O-1, O-2, O-3 & I-1 Zoning) + \$15/1,000 sq.ft. (building additions only)  <input type="checkbox"/> Industrial / PUD - \$350 (M-1, M-2 & PUD Zoning) + \$25/1,000 sq.ft. (building additions only)  + Developer's Deposit (Use Approvals Only)	<b>Re-Occupancy:</b> <input type="checkbox"/> Plan of Operation – 1 copy <input type="checkbox"/> Site Plan – 1 copy <sup>2</sup> <input type="checkbox"/> Floor plans – 1 copy <sup>3</sup> <input type="checkbox"/> Photo/Elevation – 1 copy <sup>4</sup> <input type="checkbox"/> Electronic files of entire submittal	<b>Use Approval:</b> <input type="checkbox"/> Plan of Operation – 7 copies <input type="checkbox"/> Site Plan – 7 copies <sup>2</sup> <input type="checkbox"/> Floor plans – 7 copies <sup>3</sup> <input type="checkbox"/> Photo/Elevation – 7 copies <sup>4</sup> <input type="checkbox"/> Landscaping Plan – 7 copies <sup>4</sup> <input type="checkbox"/> Stormwater Plan – 7 copies <sup>4</sup> <input type="checkbox"/> Electronic files of entire submittal
<input type="checkbox"/> Sign (Max. 5 days)*	<input type="checkbox"/> \$3/sq.ft. (each sign face) *Minimum fee \$75  <input type="checkbox"/> Temporary Signs and Banners \$75 flat fee (32 sq.ft. maximum)	<input type="checkbox"/> Site Plan – 1 copy <sup>2</sup> <input type="checkbox"/> Colored Scaled Drawing of the Sign – 1 copy <sup>3</sup> <input type="checkbox"/> Colored Superimposed signage on building elevation – 1 copy <input type="checkbox"/> Documentation of approval from property owner/manager <input type="checkbox"/> Electronic files of entire submittal	
<input type="checkbox"/> Home Occupation (Max. 5 days)*	\$100	<input type="checkbox"/> Plan of Operation – 4 copies <input type="checkbox"/> Site Plan – 4 copies <sup>2</sup> <input type="checkbox"/> Floor plans – 4 copies <sup>3</sup> <input type="checkbox"/> Photo / Elevation – 4 copies	
<input type="checkbox"/> Temporary Use Approval	\$100	<input type="checkbox"/> Plan of Operation – 4 copies <input type="checkbox"/> Site Plan – 4 copies <sup>2</sup> <input type="checkbox"/> Floor plans – 4 copies <sup>3</sup> <input type="checkbox"/> Elevation – 4 copies <sup>4</sup>	

**Fees:**

Base fee from above	\$ _____
Per Sq. Ft. fee from above (Use Approval Only)	\$ _____
Re-Occupancy Inspection Fee (if applicable)	\$ <u>215.00</u>
Filing Fee	\$ <u>50.00</u>
Total	\$ _____

- \* Only if all required materials are submitted and satisfactory.
- <sup>1</sup> Other plans and information may be required by staff upon further review of the project.
- <sup>2</sup> Drawn to a scale no greater than 1"=100'.
- <sup>3</sup> All architectural plans at a scale no smaller than 1/8" = 1'-0".
- <sup>4</sup> Colored building elevation, architectural rendering, or photos suitable for public presentation to fit on a single 8½" x 11" or 11" x 17" sheet.

**DEVELOPER'S DEPOSIT MAY ALSO BE REQUIRED**

**( FORM : <http://www.newberlin.org/DocumentCenter/Home/View/245> )**

**No refunds for denied applications**

By the execution of this application, applicant hereby authorizes the City of New Berlin or its agents to enter upon the property during the hours of 7:00 A.M. to 7:00 P.M. daily for the purpose of inspection. Applicant grants this authorization to enter to the City of New Berlin or its agents even if applicant has posted this land against trespassing pursuant to Section 943.13 Wis. Stats.

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
*Only the property owner or property manager may sign, or letter/email of authorization required. The final responsible party is the property owner.*

Please do not write below this line

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Plan Commission Date: \_\_\_\_\_  
Total Fee: \_\_\_\_\_  
File Number: \_\_\_\_\_



**Make Checks Payable To:**  
**CITY OF NEW BERLIN**