

Town of Holland Plan Commission – Sheboygan County, WI
Plan of Operations Template for Business and Home Occupation
Conditional Use Permit (CUP) Applicants

1. What is the current zoning classification(s) for all land areas included in the conditional use permit request? You may use [this map](#) to find your property's zoning classification.

2. What is the future land use designation for all land areas included in the conditional use permit request? You may use the [future land use map](#) to find this information.

3. Please list the current use(s) present on the subject property (e.g., residential, agricultural, commercial/business, etc.):

4. Please list the proposed uses for the subject property if different than the uses listed in number 3 above:

5. Type of business and brief description of products or services to be offered:

6. If applicable, list the proposed new development for the subject property (dwelling units, floor area, impervious surface area, landscape surface area, and resulting site density floor area ratio, impervious surface area ratio, and landscape surface area ratio): **Please include a building plan for new structures (or additions to existing structures) as well as an aerial view of the property, to scale, that shows all proposed new development. The aerial view should include square footage of all buildings as well as setbacks from property lines and the center line of the road. Please also note the following:**
- A. **The Sheboygan County Planning and Conservation Department will need to approve of the location of any new buildings or additions to existing buildings. Please contact them at 920-459-3060 for additional information.**
 - B. **If the proposed new building will be used for commercial purposes, the property owner is responsible for compliance with commercial building code requirements and for obtaining necessary approvals from the State Building Inspector. Additional information can be found on the Town’s website at www.townofholland.com.**

7. If applicable, please provide the following operational considerations:
- a. **Number of Employees (include independent contractors, if applicable):**
Please consider: If you are applying for a business CUP, please consider opportunities for growth of your business in the foreseeable future. For example, if you currently employ 3 full-time individuals, might you see a need for additional employees in the next few years?

Full Time: _____

Part Time: _____

- b. **Days and Hours of Operation:**
Please consider: What time do your employees arrive and depart the premises? If applicable, when is your business open to the public? Are there times when you need

to conduct business outside of regular operating hours on an as needed or emergency basis?

c. Projected normal and peak water usage:

d. Sanitary sewer or septic loadings:
Please make sure to contact the Sheboygan County Planning and Conservation Department at 920-459-3060 prior to submitting your application to discuss your plans with them. Sheboygan County administers sanitary ordinances and must approve of your sanitary management plan.

e. Traffic generation:
If applicable, please include the following information: How many customer and employee parking spaces will you provide? Where will product delivery or shipments take place? Please reflect this information on the site plan required to be submitted with your CUP application.

- f. Operational considerations relating to potential nuisance creation to including street access, parking, traffic visibility, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage, and hazardous materials:

Please include specific examples of operational considerations that could adversely affect neighboring properties and how you plan to mitigate those affects. These mitigation efforts should be reflected in this document and on the site plan required to be submitted with your CUP application. If additional space if needed, please attach a detailed description.

- 8. Building materials to be used for new exterior buildings or fencing:
If applicable, please include a building plan, sketch, or drawing to scale that shows all plans for new buildings or fencing that includes setbacks from property lines.

9. Any possible future plans for expansion and, if applicable, any related implications:
If applicable, please consider opportunities for foreseeable business growth in your response.

10. Please attach any other information pertinent to adequate understanding by the Town Plan Commission of the intended use and its relation to nearby properties.