

GLENDALE BUSINESS USE APPLICATION



City of Glendale, Wisconsin
5909 North Milwaukee River Parkway
414-228-1700
www.glendalewi.gov

Apply for Business Use Approval for review of the Business Use by the City and consideration by the City's Planning and Architectural Review Commission (PARC) at a Public Meeting.

REQUIREMENTS

- Submit via email a Plan of Operation/Business Plan Submission Information to b.polony@glendalewi.gov with PDF documents attached or as a web link to the PDF documents.
- A nonrefundable \$300 application fee, payable as cash or check made out to the City of Glendale.
- Applicant is required to attend PARC meeting to obtain business use approval.
- Concurrently, the applicant must schedule an Occupancy Inspection with the [City of Glendale](#) and [North Shore Fire](#).

APPLICANT INFORMATION

Name of Applicant: _____

Legal Name of Business: _____

Name of Business Owner (if different from Applicant): _____

Applicant Address (City, State, and Zip Code): _____

Office Phone Number: _____ Applicant E-Mail: _____

Applicant's Signature : _____ Date: _____

PROPERTY INFORMATION

Property Address: _____ Tax Key Number: _____ Zoning District: _____

Property Owner (if different from Applicant): _____

Property Owner Address (City, State, and Zip Code): _____

Property Owner Phone: _____ Property Owner E-Mail: _____

Property Owner Signature: _____ Date: _____

PRIMARY CONTACT

Primary Contact Person for this Project: _____

Primary Contact Phone: _____ Email: _____

BUSINESS INFORMATION:

Type of review being requested: _____

Name of Business and Type of Business/Use (Please be specific): _____

Total Building Area: _____ To Be Occupied Area: _____

Lot Size: Depth: _____ Width: _____ Area: _____

Previous Occupant in To Be Occupied Space: _____

Other Uses of This Site: _____

Total Number of Parking Spaces: _____ Parking Spaces Available to Tenancy: _____

Business Hours (Days and Hours of Operation): _____

Total Number of Employees: _____ Maximum Number of Employees at Site at One Time: _____

SUBMISSION INFORMATION

For applications regarding approval of a new business, please provide the following information in a written plan of operation or business plan.

1. Name of Business, Address
2. Name of Owner, Address
3. Legal Description of Property
4. Tax-Key
5. Zoning of Property
6. Lot Size (Depth, Width, Area)
7. Dimensions and all levels (floors) of buildings
8. Total Floor Area
9. Specific uses of the entire property and buildings
10. Minimum and maximum numbers of employees
11. Days of Operation
12. Hours of Operation
13. Signage Requested, if any
14. What Conditions has the State or County imposed upon your use of the property?
15. Do you feel there will be any problems such as Noise, Odors, Glare, Potential Fire Hazards, or Smoke resulting from the proposed use?
16. Are you proposing food services?
17. Did the State of Wisconsin approve your interior building plans?
18. List the Timetable for completion of building construction and anticipated opening date.
19. Proposed On-site Security Measures
20. Anticipated maximum number of facility users and viewers at one time (including special events)
21. Business Plan