

**APPLICATION FOR SITE PLAN REVIEW COMMITTEE**

Are you a transient merchant doing business from a fixed location? YES  Complete Pages 1, 2 & 3 NO   
Are you a transient merchant doing business **NOT** from a fixed location? YES  Complete Page 2 NO   
I answered "**NO**" to both questions above. YES  Complete Pages 1, 4 & 5 NO

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*The following information must be submitted one (1) week prior to any Site Plan Review Committee meeting for staff review and agenda placement. The Site Plan Review Committee meets on every Wednesday in Room 210 of the Municipal Building, 106 Jones Street, Watertown, WI 53094. Fee of \$300.00 will include up to two (2) visits to the Site Plan Review Committee. Comments and questions can be addressed by calling Joe Heimsch at (920) 262-4060.*  
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PROJECT/SELLING ADDRESS \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

APPLICANT'S: NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

OWNER'S: NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

*As owner of the above project/sales address, I give permission to the applicant to operate said business from my property.*  
**OWNER SIGNATURE** \_\_\_\_\_

Describe project or operation: \_\_\_\_\_  
\_\_\_\_\_

*This application, as completed, is true and correct and any changes made after approval may require review by Committee.*  
**APPLICANT SIGNATURE** \_\_\_\_\_

**CHECKED ITEMS NEED TO BE PROVIDED FOR COMMITTEE REVIEW**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Two sets of plans            | <input type="checkbox"/> Landscape Plan        | <input type="checkbox"/> Historic Preservation   |
| <input type="checkbox"/> Building Elevation & Color   | <input type="checkbox"/> Hours of Operations   | <input type="checkbox"/> Floodplain & Wetlands   |
| <input type="checkbox"/> Grades and Drainage          | <input type="checkbox"/> Signage and Placement | <input type="checkbox"/> Staff Review            |
| <input type="checkbox"/> Parking and Traffic Patterns | <input type="checkbox"/> Land Description      | <input type="checkbox"/> Property Owner Approval |
| <input type="checkbox"/> Utilities Location           | <input type="checkbox"/> Schedule Time Table   | <input type="checkbox"/> Site Plan               |

**REASON FOR COMMITTEE REVIEW**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Building Expansion           | <input type="checkbox"/> New Commercial Construction    | <input type="checkbox"/> New Subdivision Plats |
| <input type="checkbox"/> Land Use Change              | <input type="checkbox"/> New Institutional Construction | <input type="checkbox"/> Concept Plan          |
| <input type="checkbox"/> New Residential Construction | <input type="checkbox"/> New Industrial Construction    | <input type="checkbox"/> Preliminary Plan      |
| <input type="checkbox"/> Transient Merchant           |   | <input type="checkbox"/> Final Plan            |

**\*\* DO NOT WRITE IN THIS AREA \*\***

**ZONING CLASSIFICATION:** \_\_\_\_\_ **FEE: \$300.00** \_\_\_\_\_

**DATE APPLICATION RECEIVED:** \_\_\_\_\_ **DATE PAID:** \_\_\_\_\_

**DATE OF HEARING:** \_\_\_\_\_ **RECEIPT #:** \_\_\_\_\_

**SITE PLAN REVIEW RECOMMENDATION:** \_\_\_\_\_

\_\_\_\_\_

**SUPPLEMENTAL INFORMATION REQUIRED FOR TRANSIENT MERCHANTS**

**(Each Person Selling MUST Be Licensed)**

APPLICATION FEE (\$20.00) WILL **NOT** BE REFUNDED IF PERMIT IS DENIED OR WITHDRAWN!! A POLICE CHECK WILL BE COMPLETED. PLEASE READ CAREFULLY AND ANSWER HONESTLY. FALSIFICATION AND/OR INTENTIONAL MISREPRESENTATION IS GROUNDS FOR DENIAL OF PERMIT. **PLEASE INITIAL:** \_\_\_\_\_

NAME \_\_\_\_\_ (MAIDEN NAME) \_\_\_\_\_  
(First) (MI) (Last)

CURRENT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

How long have you lived at your current address? \_\_\_\_\_ If less than five years, list previous address and dates:

DATE OF BIRTH \_\_\_\_\_ MALE  FEMALE  PHONE NUMBER \_\_\_\_\_ AGE \_\_\_\_\_

BIRTH PLACE \_\_\_\_\_ EYES \_\_\_\_\_ HAIR \_\_\_\_\_ HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_

DRIVER'S LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_ SOC. SEC. # \_\_\_\_\_

Have you previously held a permit in the City of Watertown? YES  NO  If yes, what year(s) \_\_\_\_\_

Have you ever been charged, arrested and/or convicted of violating any Federal laws, State laws or City Ordinances, including traffic? YES  NO  If you answered "YES", specify offenses, giving dates and locations: \_\_\_\_\_

Present Employer's Name, Address, Phone & Fax # \_\_\_\_\_

List three most recent cities where you conducted this business \_\_\_\_\_

Type of Goods/Services/Merchandise Offered \_\_\_\_\_

Proposed Methods of Sales (truck, tent sales, door-to-door, etc.) \_\_\_\_\_

Make, Model, Year, Color and License Number of Vehicle \_\_\_\_\_

List Date(s) of Sale \_\_\_\_\_

List Hours of Operation \_\_\_\_\_

Temporary address if staying in Watertown \_\_\_\_\_

Address where you can be reached for seven days after leaving City \_\_\_\_\_

**I do hereby certify that the foregoing statements are true and correct.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\* DO NOT WRITE IN THIS AREA \*\***

**ARREST AND CHARACTER REFERENCE - SUPPLIED BY POLICE CHIEF:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommend approval  Recommend denial

Police Chief Signature \_\_\_\_\_ Date \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_

DATE PAID: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

RECEIPT #: \_\_\_\_\_

## ***ADDENDUM TO TRANSIENT MERCHANT LICENSE APPLICATION***

If the transient merchant will be operating from a fixed location within the City, the applicant shall present to the City Clerk a site plan of sufficient scale and legibility to allow the Committee to see the relationship of the transient operation to existing businesses and which demonstrates compliance with all of the following:

1. All display, parking, pedestrian movement and traffic circulation associated with the activity shall be located on private property. Indicate on site plan the proposed area for customer parking.
2. All display, parking, pedestrian movement and traffic circulation associated with the activity shall not be located on public sidewalks, bike paths, public right-of-ways, or other public lands.
3. All display, parking, pedestrian movement and traffic circulation associated with the activity shall be not located within traffic visibility triangles, or within parking lot driveways, access ways, alleys or parking lot driving aisles, or in a manner which otherwise creates a hazard.
4. If located adjacent to any area in which motor vehicles are present, the display area shall be separated from the vehicle circulation area by a minimum of a 40 inch high pedestrian barrier limited to a single six (6) foot wide access point, so as to make pedestrian movements between the display area and vehicles predictable and limited to a single point of contact.
5. Lighting shall be limited to a maximum of one (1) foot candle over ambient.
6. No amplified sound systems are permitted.