

Temporary Use Village of East Troy, Wisconsin

Version: Sept. 18, 2025

Village of East Troy 2015 Energy Drive East Troy, WI 53120

Overview: The Village's zoning code enumerates a number of land uses that are temporary in nature. These are reviewed by the Zoning Administrator on a case-by-case basis. For each of these uses there are certain development standards that must be met; these are listed in Section 510-48 of the zoning code. In reviewing a request for a temporary use, the Zoning Administrator will evaluate the proposed use to determine if there are any potential undesirable effects on nearby properties.

Governing regulations: The procedures and standards governing the review of this application are found in sections 510-48 and 510-158 of the Village's zoning code.

General instructions: Complete this application and submit one copy to the Village Clerk at the mailing address shown above. Before you formally submit your application, you are encouraged to meet with the zoning administrator who can answer any questions you may have. If you have any questions, do not hesitate to contact the zoning administrator at (414) 336-7915 or via email at orrin.sumwalt@foth.com. You may download this form at https://villageofeasttroy.zoninghub.com/highlights/procedures/procedure.aspx?id=155.

Application fee: \$60

□ SR-7

Traditional-Rear Residential

Application submittal deadline: There is no deadline for applications; they may be submitted daily. However, be sure to submit your application well in advance, so the Zoning Administrator has ample time to review and consider your application.

advai	nce, so th	ne Zoning Admir	istrator has ampl	e time to	review a	ind consider your application	n.			
1.	Applica	ant and propert	y owner informa	tion						
			Applicant				Property ov	wne	r	
		Name				_				
		Street address								
	City,	state, zip code								
Day	time tele	phone number								
		Email								
2.						dscape architects, architect				plication including the supplemental neys.
		Name								
		Company								
		. ,								
		Street address								
	City,	state, zip code								
Day	time tele	phone number								
		Email								
3.	Subjec	t property infor	mation							
		Physical addres	s							
	Т	ax key number(s	s)							
			, 	k key nur	nber can	be found on the tax bill for	the property	y or	it may	be obtained from the Village Clerk.
4.	Zoning	information (re	efer to the Village'	s current	zoning r	map)				
The	subject	property is locate	ed in the following	base zo	ning dist	rict(s). (check all that apply)			
	RH-35	Rural Holding			TR-8	Two-Family Residential			NB	Neighborhood Business
	SR-3	Estate Resider	itial		AR-9	Attached Residential			НВ	Highway Business
	SR-3	Suburban Resi	dential		MR-10	Multi-Family Residential			СВ	Central Business
	SR-5	Neighborhood	Residential		MFH-6	Mobile Home Residential			ВР	Business Park
	SR-6	Traditional-From	nt Residential						LI	Light Industrial

☐ GI

General Industrial

		equipment and/or materials for an active construction project.					
	Temporary Relocatable Building	Any manufactured building which serves as a temporary building for less than 6 months.	510-48(G)				
	Garage or Estate Sale (Auction)	Temporary garage or estate sales include the sale or offering for sale of miscellaneous used items commonly associated with residential use.	510-48(H)				
	Farmer's Market	Farmer's markets include the temporary or occasional outdoor retail sales of farm produce, plants and flowers, bakery goods, and/or crafts from vehicles or temporary stands located within a parking lot or public right-of-way.	510-48(I)				
7.	7. Description of proposed use. Describe the proposed use including all related activities, buildings and other structures related to the use, hours of operation, parking considerations, character of the use, etc.						

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8. Supplemental materials. Attach the following to this application.

Property map. A map of the subject property (at a minimum scale of 1" = 800') with the following information:

- 1. Subject property and other lands within 300 feet
- 2. The current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
- 3. All lot dimensions of the subject property
- 4. A graphic scale
- 5. North arrow

Site plan, with the following information: (ONLY IF REQUIRED by the zoning administrator)

- 1. Title block showing the name, address, and phone of the current property owner and/or agent(s) (i.e. developer, architect, engineer, or planner) for project.
- 2. The date of the original plan and the latest date of revision to the plan.
- 3. A north arrow and a graphic scale (at a minimum scale of 1" = 100').
- 4. A legal description of the subject property.
- 5. All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled.
- All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose.
- 7. Ground contours when any slope exceeds 12 percent
- 8. All required building setback lines.
- 9. All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls.
- 10. If the project is designed to be completed in phases or allow expansion of the building and other features, indicate these.
- 11. The location and dimension (cross-section and entry throat) of all access points onto public streets.
- 12. The location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by this Chapter.
- 13. The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas.
- 14. The location of all outdoor storage areas and the design of all screening devices.
- 15. Floodplains, wetlands, lakeshores, woodlands, steep slopes, and other environmentally sensitive lands.
- 16. The location, type, height, size, and lighting of all signage on the subject property.
- 17. The location and type of any permanently protected green space areas.
- 18. The location of existing and proposed drainage facilities.
- 19. Environmental and manmade development constraints and hazards including brownfields, contaminated sites, unstable soils, high groundwater, bedrock, and high-pressure natural gas lines
- 20. In the legend, the following data for the subject property: lot area, building coverage, building coverage ratio, floor area ratio, impervious surface area, impervious surface ratio, and building height.
- 21. Any additional information as requested by the Plan Commission or Village Board.

9.	Attachments. List any attachments included with your application.
10.	Other information. You may provide any other information you feel is relevant to the review of your application.

11. Applicant certification

- I certify that all of the information in this application, along with any attachments, is true and correct to the best of my knowledge and belief.
- ◆ I understand that I may be charged additional fees (above and beyond the initial application fee) consistent with Section 13-1-195(A) of the Village's municipal code to pay for the services of independent consultants the Village elects to retain to help review this application. Depending on the nature of the proposed project, such independent consultants may include planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts. I further understand, the Village may delay acceptance of the application as complete, or may delay final approval of the proposal, until all outstanding fees have been paid. I further understand that such fees must be paid even if this application is withdrawn or denied. If the applicant or the property owner does not pay such fees upon request, such fees may be assigned to the property owner as a special assessment to the subject property. Please use the link above to download the form and visit FAQ for current year rates.
- ◆ I understand that submission of this application authorizes Village officials and employees, Plan Commission members, Village Board members, and other designated agents, including those retained by the Village, to enter the property to conduct whatever site investigations are necessary to review this application. This does not authorize any such individual to enter any building on the subject property, unless such inspection is specifically related to the review of this application and the property owner gives his or her permission to do so.
- ◆ I understand that this application and any written materials relating to this application will become a permanent public record and that by submitting this application I acknowledge that I have no right to confidentiality. Any person has the right to obtain copies of this application and

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related materials or view it online.

♦ I understand that the zoning administrator will review this application to determine if it contains all of the required information. If he or she determines that the application is incomplete, it will not be scheduled for review until it is deemed to be complete.

Property Owner:		
Name – print	Name – Signature	 Date
Name – print	Name – Signature	Date
Applicant (if different than Property Owner):		
Name – print	Name – Signature	Date
Name – print	Name – Signature	