



City of Mequon

11333 N. Cedarburg Road  
Mequon, WI 53092  
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### APPLICATION FOR COMMERCIAL ZONING PERMIT

Date: \_\_\_\_\_ Tax Key Number: \_\_\_\_\_ Permit Number: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

OWNER: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Owner Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**SITE ADDRESS:** \_\_\_\_\_

1. Current Use of site or tenant space: \_\_\_\_\_

2. Proposed Use of site or tenant space: \_\_\_\_\_

3. Indicate whether the proposed use/construction is:

- An expansion of an existing business in Mequon: \_\_\_\_\_
- A relocation of an existing business use in Mequon: \_\_\_\_\_
- A new business in Mequon: \_\_\_\_\_

4. Will there be any exterior changes to the building? YES / NO

If yes, a Planning Commission application form and existing and proposed exterior elevations shall be submitted to Community Development Department for approval. Some projects may be approved at staff level while others may require Planning Commission approval.

5. Describe in detail the proposed activities to be conducted or the proposed construction at the subject property, and any accessory activities to be conducted in any of the accessory buildings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. The number of employees this use/expansion will bring to the business/site is: \_\_\_\_\_
7. Number of off-street parking spaces (attach updated site plan) is: \_\_\_\_\_
8. State whether any of the activities described above are conducted as a non-conforming use:  
 \_\_\_\_\_
9. Has the site been the subject of any prior application to the Planning Commission?

YES  NO  If yes, which date: \_\_\_\_\_

By checking this box and signing below, I understand that a **Business Occupancy Permit** is required to operate any business in the City of Mequon.

\_\_\_\_\_  
 Applicant Signature OR \_\_\_\_\_  
 Property Owner's Signature

<i>Office Use Only</i>		
Date Approved: _____	Approved by: _____	Business Occupancy Permit on file: Y / N
Comments/Conditions: _____		
Current Zoning: _____	Permitted by Zoning Ordinance: _____	PC Approval Date: _____