

COMMERCIAL OCCUPANCY - PLAN OF OPERATIONS

A Plan of Operations is required for submittal with all Applications for Commercial Occupancy. The Plan of Operations components listed below represent an assortment of possible topics to include. The description should be as complete as possible. This description not only provides the Village of Shorewood information helpful to determining conformance to the Zoning Code, but also other reviews, licenses and permits that may be required, as well. Please provide all of the information that applies to your proposal, as applicable. If you do not believe a particular item applies, please indicate why.

1. Name of business
2. Business address
3. Brief overview of proposed type of use(s)/service(s) to be offered
4. Previous experience (i.e. new business, relocation or expansion)
 - a. Existing or proposed licenses required for operations
5. Building/tenant space description (entire building, floor number, suite number, etc.), including sq. ft. of occupancy
6. Brief description of onsite operations
 - a. Days of week and hours of operation
 - b. Total number of employees, and maximum number of employees per shift
 - c. Expected number of customers per hour/day
 - d. Traffic circulation and parking provisions
 - e. Location and frequency of onsite deliveries
 - f. Any expected noise, odors, glare, dust, fire hazards or smoke resulting from use
 - g. Do you intend to display any merchandise or occupy space outside?

7. Interior or exterior modifications to the tenant space, building or site associated with your occupancy
8. Signage plans
9. Plans for refuse and recycling storage, collection and screening.
10. Plans for any other storage, interior or exterior, including vehicles, associated with this occupancy.
11. Expected date of occupancy