APPLICATION CHECKLIST
ESTABLISHMENT OR EXPANSION OF A BUSINESS

A complete application for the establishment or the expansion of a business must contain the following information or a statement must be included as to why the information is not applicable.

A copy of the following information shall be submitted to the County:

Land Records Online Tools

1. The name, address and telephone number of the business operator(s), and the name, address, and telephone number of the owner(s) of the site, if the operator is not the owner.
2. A location map of the proposed business site and the total number of acres involved.
3. An aerial photograph of the site and its surroundings.
4. A detailed site map, drawn to a scale or all dimensions given, which shall include the following:
   - Property line locations.
   - Abutting Road/Highway Centerline(s).
   - Nearby Lake, Creek and/or Stream location(s).
   - Septic tank/Holding tank/Pump chamber tank location(s).
   - Septic System Absorption area (Mound, Trench, Drain field, etc.) location.
   - Existing building(s) and structure(s) location(s)
   - Proposed and future building(s) and structure(s) location(s).
   - Off-street parking lot location(s).
   - Driveway location(s).
   - Exterior light location(s).
   - Existing or proposed sign(s) location(s).
5. A detailed floor plan for the building(s) that will be used for the business, drawn to scale, or all dimensions given, which shows the floor layout. Label how each room or space will be used. (i.e. office, sales floor, storage, etc.
6. A detailed narrative of the proposed business operation. The narrative shall include the following information:
   - The type of business being proposed.
   - The proposed hours of operation.
   - The number of full-time and part-time employees.
   - The present and future building plans.
   - A description of the type of outside lighting that will be used.
   - Existing and proposed sanitary facilities to be used for the business.
   - If applicable, off-street parking plans. The plan should include information on the size and number of parking spaces that will be made available. (Section 8.2, Dodge County Land Use Code.)
   - Existing and proposed signs.
   - If any hazardous wastes are to be stored on the site, submit a detailed description and explanation on the handling and containment procedures to be used in the business to prevent contamination of the site.
   - Any other information pertinent to the business operations.
7. If your project involves adding impervious surfaces of 20,000 square feet or greater in total area, a stormwater management plan will be required in accord with Section 7.9.2 of the Code as part of the permitting process.
8. If your project involves disturbing 2,000 square feet or more of total land surface area, a construction site erosion control plan will be required in accord with Section 7.9.2 of the Code as part of the permitting process.
9. A detailed landscaping and buffering plan, if applicable.
   - **NOTE:** The landscaping and buffering requirements of Section 8.6 of the Land Use Code apply to all new commercial and industrial buildings or uses, multi-family residential projects of 10 or more units, mobile home parks, campgrounds, resorts and guest lodges.
10. It is the applicant's responsibility to obtain all Federal, State, or local permits, approvals or licenses, which are required in connection with any aspect of the proposed business.