



MODIFYING OR OPENING A BUSINESS CHECKLIST

Please note the purpose of this checklist is to provide a summary overview of the process and potential approvals that may apply to a new business or modifying a business within the Village of East Troy. We strongly urge you to set up a meeting with the Zoning Administrator to gather further details regarding the process and approvals. Each business and project is unique and this checklist may not cover all of the potential situations that apply to your business or project. For example, if your building is located on several parcels you may need to combine parcels or if your building is located within the Downtown Design District different standards may apply.

1. VERIFY THE ZONING OF THE PROPERTY

Properties can be located at <http://villageofeastroy.zoninghub.com>. Click on the interactive zoning map and select "Find Property" in the left column. If searching by address it is better to leave the street type out (ex: 2005 Main).

- The zoning of _____ has been determined to be _____.
- Property Address Zoning

2. DETERMINE IF THE USE OF THE PROPERTY WILL BE PERMITTED OR CONDITIONAL

Go to <http://villageofeastroy.zoninghub.com>. Click on the interactive zoning map and select "Filter by Land Use". Select the desired land use from the list. Hover on the question mark next to the land use to provide a description of that particular land use.

Clicking the land use will take you to Land Use Details, which explains parking requirements, etc. Going to item 2 in this section, click on the appropriate zoning district for your property. Doing so will take you to District Description, Dimensional Standards (lot size, setbacks, building height) and finally the Review Procedures. (If your zoning district does not appear, this particular use is not allowed in that zoning district.) Selecting Review Procedures will explain the approvals and any permits required to open your business. If it lists "Conditional Use", the selected use requires a Conditional Use approval. If "Conditional Use" is NOT listed it is likely a permitted use. (A table of land uses and zoning districts can be found on our [e-code 360](#). Search for "table of land uses" or follow the link.)

My desired land use is _____ . It is:

Land Use Description

- A permitted use (proceed to step 4)
- A conditional use (proceed to step 3)
- Not listed. If the land use is not listed or if you are unsure you have identified the use and zoning correctly, please contact Tim Schwecke, Zoning Administrator, at 920-728-2814.

3. OBTAINING A CONDITIONAL USE APPROVAL

A Conditional Use is a type of land use that may be appropriate under certain conditions. If you are expanding a current operation that has a Conditional Use, it is required that a new Conditional Use be issued to cover the expanded or modified operations.

- Review the Conditional Use procedure by visiting <http://villageofeasttroy.zoninghub.com>, clicking on “Procedures” and selecting “Conditional Use”. Pay particular attention to the review process.
- If a pre-submittal meeting is not desired, complete the [conditional use application](#) and submit any other required materials along with the application fee listed under “Procedures” to the Village of East Troy.

Submittal deadline is the second Monday of each month, by 12:00 p.m., for Plan Commission review the following month.

4. SITE PLAN

Will you be modifying the site in any way? This includes parking lot configurations, adding or relocating accessory buildings, adding a new building or an addition to a building. If you are located in the downtown design district, this includes adding an awning or new sign.

- No (proceed to step 5)
- Yes. Review the site plan procedures by visiting <http://villageofeasttroy.zoninghub.com>, clicking on “Procedures” and selecting “Site Plan”.
- Prior to submittal you should contact Tim Schwecke, Zoning Administrator, at 920-728-2814 to review applicable regulations and procedures.
- After discussing with the Zoning Administrator, complete the [site plan application](#) and submit this along with plans and other required materials to the Village of East Troy. The Plan Commission will review the site plan and approve it with or without conditions of approval. Any outstanding issues that were listed as a condition of approval can be found in the staff report and will need to be resolved either prior to issuing building permits and/or occupancy. Once the approval is granted by the Plan Commission proceed to step 5.

5. BUILDING INSPECTION/ADMINISTRATION PROCEDURES/LICENSING

- Complete the [Business Registration Application](#) and submit to the Building Inspector.
- Review the zoning permit procedure by visiting <http://villageofeasttroy.zoninghub.com>, clicking on “Procedures” and selecting “Zoning Permit”. Complete the [Zoning Permit Application](#) and submit to the Tim Schwecke, Zoning Administrator.
- Meet with the Building Inspector to determine what other permits are necessary. Sign permits, building, HVAC, plumbing and/or electrical, new water/sewer connections. Please note some projects within commercial buildings will require State-approved plans. You will need to submit the plans to the State for this approval prior to being issued any of the required permits by the Village of East Troy. For more information on state plan approval, visit the [State of Wisconsin Department of Safety and Professional Services](#) site or call 608-366-3151.

Permits and general information can be found at www.easttroywi.gov, click on “Zoning, Permitting and Licensing” and selecting [Building Inspections and Permits](#)

The Village of East Troy sign ordinance, [Chapter 510, Article XI](#), should be reviewed so you are familiar with the types of signs requiring a permit, the amount of window signs that are allowed and the regulations for electronic message displays.

- If your operations will include selling alcohol or tobacco products or having arcade devices on premises there are specific licensing procedures that will apply to your business. Contact the Clerk’s office to inquire if you will have any of these operations.

Applications and further information can be located at www.easttroywi.gov, click on “Zoning, Permitting and Licensing,” and select [Licensing](#).
- Verify if there are any necessary certifications, licenses or permits required for operation of your business by the State of Wisconsin. Various business such as car dealerships, daycares, restaurants and community based residential facilities require specific approvals from the State Department of Health Services, Department of Financial Institutions, Department of Transportation, etc. This list is not all encompassing. It is the business owner’s responsibility to ensure they are in compliance with these State regulations.
- Notify the utility billing department of your new business and provide billing information.
- Once you are ready to open your business you must request final inspections from the Building Inspector and a fire inspection should also be requested by calling Fire Inspection Services at 262-567-9764 in order to obtain a certificate of occupancy from the Building Inspector prior to opening. Information regarding the certificate of occupancy can be found in [Chapter 510-162](#) of the Village of East Troy Municipal Code. A fee may apply for the inspection, please inquire with the Building Inspector.

Contact Information

<u>Administration Department/Clerk’s Office</u> 262-642-6255 voet@easttroywi.gov Office Hours: M-F 8:00-4:00	<u>Building Inspector – Scott Johnson</u> 262-642-6260 buildinginspector@easttroywi.gov Office Hours T & Th 2:30-4:00 p.m.
<u>Utility Billing</u> 262-684-5479 voet@easttroywi.gov Office Hours: M-F 8:00-4:00	<u>Zoning Administrator – Tim Schwecke</u> 920-728-2814 tim.schwecke@civitekconsulting.com <i>(please note: may incur reimbursable service charges)</i>

Thank you for choosing to locate your business in the Village of East Troy. Please remember to keep us informed any time the operations of your business are changing. It is important we are aware of any relocations, changes in ownership, business closures, signage changes and subleases. This is for numerous reasons, but most importantly, it ensure you are meeting State and local legal requirements in addition to keeping emergency services informed. We are here to answer any questions you may have. If you are not sure whether or not the Village should be notified of a circumstance or modification, please feel free to contact us. We would be happy to assist you.