



DEPARTMENT OF PLANNING

300 E. Main Street
Sun Prairie, WI 53590-2227
Phone: 608-825-1107
Fax: 608-825-1194
CityofSunPrairie.com

NON-RESIDENTIAL ZONING PERMIT

FOR OFFICE USE ONLY

Zoning Permit No. _____ Date: ____/____/____ Fee* (\$35.00)_____pd.

A Zoning Permit is required prior to any of the activities listed below:

Proposed activity (indicate type):

- | | |
|---|--|
| ☐ New construction | ☐ Addition of use(s) |
| ☐ Commercial Building addition/expansion | ☐ Reactivation of prior use |
| ☐ Parking lot expansion/Site alterations | ☐ Other (explain)_____ |
| ☐ Change of use | ☐ Located w/in WS Traffic fee district [see note below**] |

Property Address: _____ Lot # _____ Zoning District: _____

Applicant Name: _____

Mailing Address: _____

City, State and Zip Code: _____

Phone Number: () - _____ e-mail address: _____

Property Owner Name (if other than applicant): _____

Property Owner Signature (if other than applicant): _____

Name of Business: _____

Proposed Use of Premises: _____

****SEE OTHER SIDE FOR SUBMITTAL REQUIREMENTS****

I understand that I must comply with current Wisconsin Building Codes through the Building Inspection Department and obtain any necessary permits; that I must comply with plans and information submitted in association with this application; and that falsifying information may result in my Zoning Permit being revoked.

Signature of Applicant: _____ Date: ____/____/____

Erosion Control permit needed: [] YES [] NO EC Application Filed: [] YES [] NO

[] ZP Approved

[] ZP Denied

[] Other Approval Needed

Zoning Administrator: _____ Date: ____/____/____

Unless otherwise requested, approvals will be returned via e-mail

****see attached WS Traffic Impact Fee estimate if the property is located within the traffic impact fee district**



SUBMITTAL MATERIALS REQUIRED FOR VARIOUS ZONING PERMIT APPLICATION TYPES:

New Construction/Building Addition (excludes one- and two- family dwellings)

- ☐ Completed Zoning Permit Application
- ☐ Site Plan
- ☐ Building Elevations
- ☐ Landscaping Plan (Except SF)

Parking Expansion/Site Alteration

- ☐ Completed Zoning Permit Application
- ☐ Site Plan
- ☐ Letter of Intent (If needed to describe any aspect of the proposal.)
- ☐ Landscaping Plan (As determined by Zoning Administrator)

Change of Use/Addition of Use/ Reactivation of a Prior Use

- ☐ Completed Zoning Permit Application
- ☐ Site Plan (as determined by Zoning Administrator)
- ☐ Letter of Intent describing the proposed use(s) and nature of the changes.

Other

- ☐ Completed Zoning Permit Application
- ☐ Site Plan (as determined by Zoning Administrator)
- ☐ Letter of Intent
- ☐ Any other information deemed relevant to the proposed activity