

**VILLAGE OF ELM GROVE**  
**Application for Plan of Operation and**  
**Change in Use/Amendment to Existing Operation**

*\*\*This document is a matter of public record and may be reviewed upon request\*\**

**\$25.00 Application Fee Due at Time of Submission**

**Business Contact Information**

Property Information	Business/Tenant Information
Property Tax Key #: <b>EGV 1105975</b>	Business Name: <b>Three Sons Home Improvements, LLC</b>
Property Address: <b>12475 Knoll Road</b>	Business Owner: <b>Brian Elliott</b>
Property Owner and Mailing Address (City/State/ZIP): Three Daughters Properties, LLC 4154 N Lake Dr., Shorewood, WI 53211 DBA Three Sons Home Improvements, LLC	Business Owner Mailing Address (City/State/ZIP): Three Sons Home Improvements, LLC 4154 N Lake Dr., Shorewood, WI 53211
Property Owner Business Phone and Fax #: <b>(414) 312-8217ph (414) 476-8549 fax</b>	Business Owner Business Phone and Fax #: <b>(414) 312-8217ph (414) 476-8549 fax</b>
Property Owner Cell Phone #: <b>(414) 870-0094</b>	Business Owner Cell Phone #: <b>(414) 870-0094</b>
Property Owner E-mail Address: <b>brian.threesons@gmail.com</b>	Business Owner E-mail Address: <b>brian.threesons@gmail.com</b>
After Hours Emergency Contact Name and Phone #: <b>Brian Elliott (414) 870-0094</b>	After Hours Emergency Contact Name and Phone #: <b>Brian Elliott (414) 870-0094</b>

**Business Use Information (attach additional sheets if required)**

<b>1. Explanation of Proposed Business (e.g. use of building/property):</b> This building is intended to be used as the home offices and warehouse of Three Sons Home Improvements, LLC. We are contractor that specializes in roofing, siding, trim, gutters & downspouts. We work mainly business to business for builders, developers, property management companies, etc. and also as a subcontractor for other companies who sell directly to the end consumer (home owners). We also work directly for home owners on occasion, simply on a word of mouth basis. We do not have a show room, and will not be using our office as a retail space.			
<b>2. Total Number of Employees/Number of Employees on Largest Work Shift:</b> Total Number of Employees: <u>12</u> (both full and part time) Total Number of Employees on Largest Work Shift: <u>12</u>			
<b>3. Hours of Operation (for each day of the week):</b> Monday: <u>7-5</u> Tuesday: <u>7-5</u> Wednesday: <u>7-5</u> Thursday: <u>7-5</u>			

Friday: <u>7-5</u>	Saturday: <u>seldom</u>	Sunday: <u>almost never</u>
★ <u>Notes on Hours of Operation</u>		
4. Customer Load: Daily Average: <u>0</u> Daily Peak: <u>0</u>	1) Trucks could depart or return 1 hour plus or minus the hours shown if we have a particularly far job site to get to. 2) Reduced hours in Winter off season are typical	
5. Will you be submitting for signage? If yes, your proposal must meet Building Board specifications – see Zoning Administrator. <input type="radio"/> Yes <input checked="" type="radio"/> No - Not at this time		
6. If a dumpster is located on the property, is it screened from the street and all neighboring properties? Dumpsters must be screened per Village Ordinance – see Zoning Administrator. <input checked="" type="radio"/> Yes We will have a dumpster and are aware that we <input type="radio"/> No will need to put up screening. Location TBD.		
7. Expected Date of Occupancy: January 2nd, 2020. We are expecting to renovate the office area in Fall 2019		

**Site Plan Information** (Provide representation of the following: ingress; egress; parking arrangement; landscaping; loading docks/stalls; refuse/recycling receptacle storage; equipment/materials storage; accessory structures.  
 If a site plan has been previously filed with the Village, please indicate below and reference the date of submittal.)

**Floor Plan Information** (Provide identification of offices, conference rooms, display areas and storage areas).  
 List all other occupants within the building, their business and parking requirements (may be provided by building owner).

**Approval of the Plan of Operation and Site Plan Review will NOT be granted without receipt of this completed form at least 20 business days prior to a regularly scheduled Plan Commission meeting (first Monday of each month).**

Applicant's Signature: B. Slevin Date: 7/15/19

Signature of Property Owner or Registered Agent: B. Slevin Date: 7/15/19

Signature of this document denotes review of and agreement to the content of this form and the requirements of Section 335-85 – Plans of Operation.

Conditions of Approval:

Copies provided to:

- Building Inspector
- Police Department
- Fire Department
- Fire Inspector
- Assessor
- Village Clerk

**Village of Elm Grove  
Plan of Operation Addendum and  
Notice of Responsibilities**

In order for the Village to maintain continuity of business operations and have contact information for emergency services, a plan of operation must be approved by the Plan Commission and on file at the Village Hall prior to initiating business operation. The plan of operation is designed to ensure that important Village regulations (such as parking requirements) are consistently enforced. Businesses are not allowed to operate until the plan of operation has been reviewed and approved by the Plan Commission. A plan of operation is the joint responsibility of the business operator and the property owner and/or registered agent.

As businesses or institutions requiring a plan of operation *change the nature of business as defined in Section 335-32J*, submittal and approval of an amended plan of operation shall be required. Amended plans of operation are processed in the same manner as initial review and approval, which includes verification from the business operator and the property owner and/or registered agent as to the nature and scope of the proposed use and consultation with the Zoning and Planning Administrator.

At all times it shall be the responsibility of both the business operator and the property owner and/or registered agent to provide adequate parking facilities that are consistent with the requirements of Section 335-32 (Parking). Said responsibility includes, but is in no way limited to, the need to obtain adequate parking should any sort of joint or shared parking arrangement be terminated for any reason.

**VILLAGE OF ELM GROVE POLICE DEPARTMENT**  
**13600 JUNEAU BOULEVARD**  
**ELM GROVE, WI 53122**  
**(262) 786-4141**

This form is confidential and is not subject to Open Records Requests or Public Access as outlined in Chapter 65 (Records) of the Village of Elm Grove Code of Ordinances and Wisconsin Statutes 19.35 (1) (am). Only the Village of Elm Grove Police Department will maintain this portion of the document in any file for public safety and dispatch purposes.

Public Dispatch Information	Business Key Holder Information**
Burglar Alarm System: Yes <input type="radio"/> No <input checked="" type="radio"/> (if yes, please indicate location of alarm panel)	1 <sup>st</sup> Key Holder Name/Phone #/Cell#: Brian Elliott (414) 870-0094
Interior Lights Left on When Closed: Yes <input type="radio"/> No <input checked="" type="radio"/> *Unless someone working after hours	2 <sup>nd</sup> Key Holder Name/Phone #/Cell#: Dewey DeGrave (262) 749-8220
Safe/Cash Box Present On Site: Yes <input checked="" type="radio"/> No <input type="radio"/> (if yes, please indicate location and whether or not it is visible from the outside) Yes, Location TBD but likely visible from the outside	3 <sup>rd</sup> Key Holder Name/Phone #/Cell#: Jordan Wescott (414) 791-6432

Fire Department Information
KNOX-BOX On Site: Yes <input type="radio"/> No <input checked="" type="radio"/> (if yes, please indicate location)
Fire Alarm System On Site: Yes <input type="radio"/> No <input checked="" type="radio"/> (if yes, please indicate location)

Business Tax Registration Information (Optional)
Business Owner Social Security Number:
Business Federal Tax Identification Number: 30-0855835

**\*\*IF AN EXTERIOR DOOR IS FOUND UNLOCKED, IT WILL BE SECURED/LOCKED, IF POSSIBLE, BY THE POLICE DEPARTMENT. IF A DOOR CANNOT BE SECURED, AN EMERGENCY CONTACT NAME MAY BE CALLED.**

Business Owner/Registered Agent: Brian Elliott

Date: 7/15/2019

Authorized By: Brian Elliott

Date: 7/15/2019

