



**FOR OFFICE USE ONLY**

Permit Number: \_\_\_\_\_

Permit Exp: \_\_\_\_\_

**ATTACH PARCEL MAP VIA CO.**

Original: Public Works Administration

Copy: Assistant Engineer - Traffic

Assistant Engineer - Stormwater

Traffic Engineer

**Application for Parking Lot Permit  
Form #PWE001 (rev. 04/2021)**

Date: \_\_\_\_\_

**Parking Facility License Fee: \$75**

**Project Information**

Project Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Home/Business Owner Name: \_\_\_\_\_

**Contractor Contact Information**

Contractor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Is the parking lot part of a conditional use permit? Yes \_\_\_\_\_ No \_\_\_\_\_

**If no**, is the parking lot being enlarged? Yes \_\_\_\_\_ No \_\_\_\_\_

**If no**, are there any grass or gravel areas being paved? Yes \_\_\_\_\_ No \_\_\_\_\_

Total paved square footage: \_\_\_\_\_

**Completion date:** \_\_\_\_\_

Reviewed by City Engineer or Designee: \_\_\_\_\_

**If not part of a conditional use permit, a parking lot plan MUST be attached.  
(Please see the following page for plan requirements.)**

I HEREBY ATTEST AND AGREE TO THE ABOVE.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form along with payment to:**

**City of Kenosha,  
Public Works Department  
625 52<sup>nd</sup> St – Room 305  
Kenosha, WI 53140**

## PARKING PLAN REQUIREMENTS

A parking lot plan must include the following:

- A. A plan of the parking facility drawn to a scale of one (1") inch being equal to twenty (20') feet on a single sheet of paper, which drawing shall indicate property lines, existing structures, proposed structures, the number arrangement and size of the parking spaces, location of existing and proposed driveway approaches, width of abutting public right-of-ways, proposed routing of entering and exiting vehicular traffic, dimensions and construction of area separating parking facility from abutting public right-of-way, the signing and color of pavement markings, specifications for proposed surface, proposed lighting, including pole location, height, and manufacturer and wattages of the luminaries, distance to intersecting streets and alleys, location, elevation and size of available storm sewers, elevations of parking facility indicated at twenty-five (25) foot intervals or one (1) foot contours, elevation of top of curb if no storm sewers are available, if the street is unimproved, the location and elevation of abutting drainage ditches and the proposed street centerline elevation, and the location of all buildings downspouts
- B. A proposed surface water drainage, containment and disposal plan, drawn to a scale of one (1") inch being equal to twenty (20') feet, which shall indicate the proposed finished elevations of the parking facility, the elevation of the proposed gutters and/or swales and the direction of surface water flow. The plan shall also indicate the elevations, locations and sizes of inlets, catch basins and storm sewers to be constructed in conjunction with the parking facility
- C. Name and address of owner and of party who will operate the parking facility and their legal status such as corporation, partnership, individual, etc.
- D. Address of parking facility
- E. If any area of land was previously utilized as a parking facility, the date said use first occurred and whether or not and for what length of time, if any, said use has ever been interrupted, shall be stated.