



# Village of Thiensville

## Small Projects Application

THIS FORM MUST BE COMPLETED FOR ALL PROJECTS THAT CAN BE APPROVED AT THE STAFF LEVEL. THIS INCLUDES FENCES, DECKS, SWINGSETS, HOT TUBS, EGRESS WINDOWS AND PARKING PADS.

Property Address: \_\_\_\_\_, Thiensville WI 53092

\_\_\_\_\_  
Tax Key #

\_\_\_\_\_  
Current Zoning

### Property Owner

**Applicant**  Same as owner

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Email address

### Application checklist

- Submit drawings, photo example or rendering and/or other descriptions of project
- Submit Scaled drawing or survey with proposed location and setbacks
- Complete building permit application

Is property in Thiensville's Historic District?  Yes  No

If yes, you must apply for a Certificate of Appropriateness with the Historic Preservation Commission. Complete the COA application. Attendance at HPC meeting is required.

**Project description**

Please describe your project in detail. Include details about height and dimensions, color, materials used and setbacks from the street and property lines. Provide any information that you believe will assist staff in reviewing and approving your request.

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\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

The applicant is responsible to pay planner charges after a first half hour that will be paid by the village. Work cannot begin until staff approval and paid building permit approval. Staff reserve the right to forward application to the Plan Commission for approval if deemed necessary

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**VILLAGE STAFF REVIEW**

- Application Complete. Items needed: \_\_\_\_\_
- Submitted to Village Planner on \_\_\_\_\_  Approved by Planner on \_\_\_\_\_
- Historic Preservation Approval (if needed) on \_\_\_\_\_

ADDITIONAL REMARKS/CONDITIONS:

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\_\_\_\_\_  
Village Staff Signature

\_\_\_\_\_  
Date