

Event Barns

WHEN: Any person wishing to develop and operate an event barn leasable for special events.

CONSIDERATIONS:

Individuals interested in developing an event barn are encouraged to consider the following factors when preparing their business plans. Many of these factors will be considered during the permitting processes. We invite you to contact the Waukesha County Department of Parks and Land Use – Planning and Zoning Division prior to initiating any permit applications. We will convene a review team of appropriate agencies to help you expedite your business planning process.

Restaurant and Sanitation: (262) 896-8300

1. Will food be prepared on site?

Yes, a restaurant license will need to be acquired from the Waukesha County Department of Parks and Land Use – Environmental Health Division and all provisions of Wisconsin Administrative Code ATCP 75 will need to be met.

No, we will be using caterers. Please remember a handwash sink shall be provided, preferably hard-plumbed if practical and not cost prohibitive. If not practical to be hard-plumbed, then a portable handwash sink with booster heater to provide hot water can be used.

2. Are there or will there be plumbing fixtures installed in the event space that will create wastewater?

If yes, an assessment is performed by the Waukesha County Department of Parks and Land Use – Environmental Health Division to determine if using the existing sanitary system (likely for the residence) is an option, based upon proximity, what and how many fixtures will be installed and whether the sanitary system can handle the additional load and flow.

If yes, but there is no existing sanitary system in place or the existing sanitary system is determined to be insufficient for what is planned, a sanitary permit will be required for a new septic system.

3. Will there be any building additions made to the event space or new buildings erected?

If yes, a Preliminary Site Evaluation will be completed by the Waukesha County Department of Parks and Land Use – Environmental Health Division to determine if the improvement will affect an existing or proposed sanitary system.

4. Will alcohol be served?

Zoning and Buildings: (262) 548-7790

Zoning and building permit considerations will vary depending on the business plan for the event barn. To help us prepare for appropriate permit reviews, we recommend you anticipate the following questions. We want to assist you in making sure your facility is successful, while not creating issues for neighbors or the community.

- Have you been in contact with the Town Planner in regard to consideration by the Town Plan Commission and Town requirements?
- Have you been in contact with the Town Building Inspector in regard to Building Code requirements?
- Are you proposing any structural changes to an existing building?

- Are you anticipating construction of a new building, decks, gazebos or other structures?
- What other uses besides the special events (weddings, parties, etc.) are you proposing, such as tours, conferences, meetings, fundraisers, etc.?
- What are your proposed days and hours of operation?
- How many proposed events per season, six months (May – Oct)?
- What is the proposed maximum number of attendants?
- Are you proposing signage?
- Are you proposing exterior lighting?
- Is the music live or recorded? Is it amplified?
- How will waste be disposed of/recycled?
- Will there be any outside storage?
- Have you been in contact with the local fire department in regard to the capacity of the building(s), fire codes, and access?

Transportation, Parking and Access: (262) 548-7740

Event barns can generate a significant number of vehicles entering or leaving. We want to make sure your guests are safe entering and leaving as well accommodating normal traffic. To help us prepare for appropriate permit reviews, we recommend you anticipate the following questions.

- Does the property abut a public road or is it served by an easement?
- Will the event barn be providing parking on site, off site, or using a shuttle?
- How much traffic will be anticipated?
- What size parking lot are you proposing?
- What road/driveway improvements are you proposing to make?

TIME:

We invite you to contact the Waukesha County Department of Parks and Land Use – Planning and Zoning Division prior to initiating any permit applications. We will convene a review team of appropriate agencies to help you expedite your business planning process.

Please anticipate the review timeline for your event barn to take approximately 3 months.