



THE VILLAGE OF *Spencer* WISCONSIN

Business Expansion Guide

Permitting

Local questions: Village of Spencer

WI Dept of Revenue:

<https://www.revenue.wi.gov/faqs/pcs/btr.html>

WI Dept of Safety and Professional Services:

<http://dsps.wi.gov/Licenses-Permits/Credentialing>

Spencer Business & Industrial Park

The Village of Spencer has developed a business and industrial park with land available for new construction. Land has utilities available at the lot line, most street improvements completed, and it is zoned properly for business expansion projects. Your business facility will have increased value when you choose to locate in an established business park. Land price is just \$1,300.00 per acre and incentives to write down the cost of the land further can possibly apply. Because the land is owned by the Village, an approval process is necessary to move forward with a purchase and protective covenants are in place. To learn more call Village Hall at 715-659-5423.

Free and Confidential Assistance

Small Business Development Center

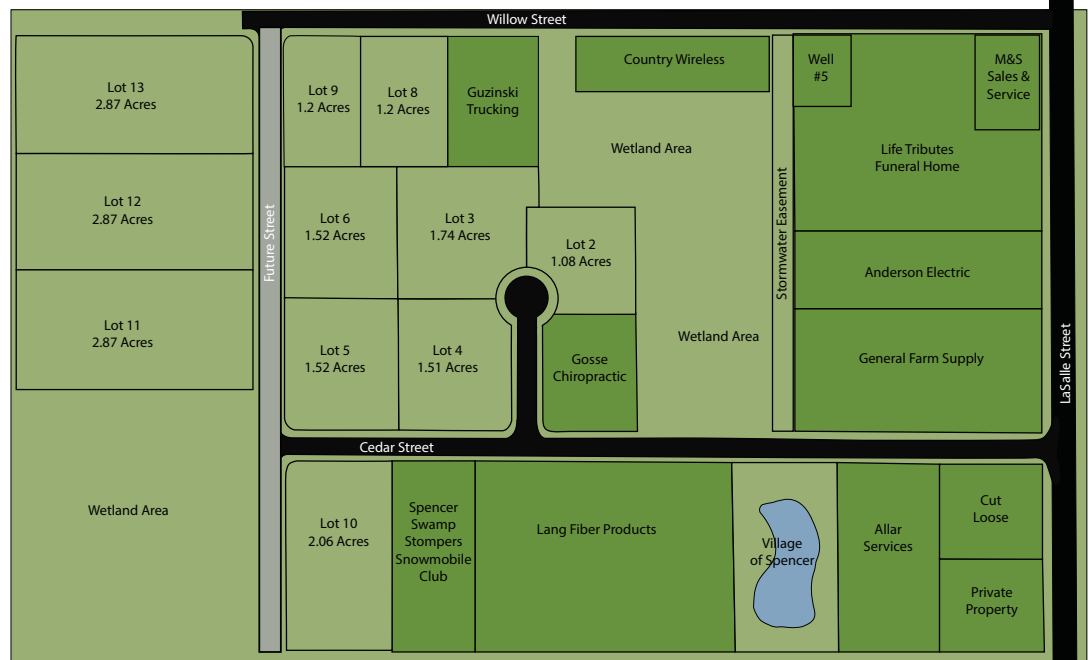
<http://www.wisconsinsbdc.org/>

Small Business Development Center (SBDC) provides no cost advice and resources for entrepreneurs and small companies as well as inexpensive training courses on common topics of interest for small businesses. Counselors are available at University of Wisconsin campuses and by phone or video conference.

SCORE (Service Corps of Retired Executives)

Retired business men and women help new and small businesses with many types of business issues. Contact the Marshfield SCORE office through the Marshfield Chamber of Commerce or go online <http://centralwisconsin.score.org>

Village of Spencer, Wisconsin, Business / Industrial Park



Village of Spencer
715.659.5423
clerk@vil.spencer.wi.us
www.SpencerWI.org

*Artist's rendition, not to scale. Rev 4/2015



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New Construction Project Checklist

Many business owners underestimate the time needed to accomplish an expansion project, particularly when it involves new construction. Your particular situation may take longer than these recommendations based upon past projects.

15-18 Months Prior to Moving

- Identify site or sites for expansion
- Meet with builder or architect on space needs and rough building size and cost estimates
- Prepare a preliminary plan for the project and meet with your bank for preliminary approvals
- Contact landowner about your interest in purchasing land and learn about any zoning changes or permitting needs or approval process if it is Village-owned property

12-15 Months Prior to Moving

- Close on land purchase
- Finalize building plans
- Finalize financing package
- Set start date for construction
- Ensure all needed permit applications are in process
- Begin to plan logistics of moving
- Work with Village, builder, bank, and other business organizations to plan a ceremonial groundbreaking event

During Construction

- Keep Village Board up to date on progress of project, if construction is taking place in the Business/Industrial Park
- As construction completion deadlines draw near, finalize moving plans
- Work with the Village and other business organizations to plan a celebratory ribbon cutting and/or open house at your new facility.

Upon Completion

- Work with Village on new property assessment including any valuation details that may be part of a development agreement (if your business has taken advantage of TIF incentives on a Business/Industrial Park project)
- Celebrate your new facility and enjoy some local publicity and well wishes.

