



APPLICATION PROCESS FOR BUSINESS SITE PLAN APPROVAL REQUESTS

Step 1: Please read through the attached sections of the Village's Development Code that explain the process for requesting site plan approval (Section 40.437 of Land Development Code or web link:

https://library.municode.com/wi/pewaukee/codes/code_of_ordinances?nodeId=PTIIMUCO_CH40LADE_ARTIXSIPLDECR_DIV2SIPLRECOININPAMUREDE).

Contact Village Planner Mary Censky at (262) 255-1878 to discuss your application and determine whether to proceed with a consultation or move directly to a request for action on an application for site plan approval.

The consultation process is intended to allow applicants an opportunity to conceptually discuss their plans with the Plan Commission and receive valuable feedback prior to drafting detailed plans. The Village Planner will assist the applicant in determining what type of conceptual plans, if any, to submit for this process.

Step 2: Submit a fully completed application form along with 13 copies (and one digital copy) of all attachments that you wish to have considered by the Plan Commission as part of your application. (Please fold all attachments so that they are 8 ½" x 11" size and with project name/identification visible.) Please note: Incomplete applications will not be accepted.

Please note: Applications must be submitted to Village Hall three weeks prior to the Plan Commission meeting. Plan Commission meetings are held on the second Thursday of each month at 7:00 p.m. The three week submittal requirement allows the Village time to review the application, obtain additional information from you if need be and set up a public hearing, if required.

Step 3: The Village Planner and the Village's consulting Engineer will be reviewing your application and will prepare a report for the Plan Commission, which will include recommendations for action.

Please note: Multiple Plan Commission meetings are often required prior to final project approval.

(Revised 4/12/10; 01/28/19; 6/12/19)



**Business Site Plan
Application Form**

Address/Parcel No. of Property Involved: _____

Zoning of Property: _____

Current Owner of Property: _____

Applicant – Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Name of Business that Corresponds to Site Plan: _____

Summary of Request (New Construction, Addition, Modification, etc.):

Provide detailed information with your application that addresses the following:

1. Development Plans of the proposed use in sufficient detail to enable the Commission to evaluate the suitability of architectural & landscape treatment, proper placement of the building(s) on the lot, traffic generation & circulation, provision for parking, drainage, exterior lighting, control devices (when necessary) to eliminate noise, dust, odor, smoke or other objectionable operating conditions & general compatibility of the proposed use with the area in which it is located.

2. It is the responsibility of the applicant/owner to ensure that the proposed project meets the Village's Land Development Code. It is also highly recommended that the applicant/owner review the Village's adopted Land Use Plan.

3. Signage shall be determined through a sign permit process and/or a sign plan approved by the Plan Commission. Permits for individual signs may be applied for with the Village's Code Compliance Officer.

Signature of Property Owner as listed on this Application:

Application will not be processed without the Owner's Signature regardless of who is listed as the Applicant. This signature authorizes the Village of Pewaukee to process the Site Plan Approval Application proposed for my property and further authorizes the Village or its representatives to conduct reasonable and routine inspections of my property for the purposes of evaluating this application.

Signature of Applicant (if different than Owner):

Please return Completed Application Forms along with **11 copies** of all attachments (**as well as a digital copy**) you wish to have considered by the Plan Commission as part of your application to Pewaukee Village Hall, 235 Hickory Street, Pewaukee, WI 53072. If you have any questions, please call Village Hall at (262) 691-5660.



PROFESSIONAL SERVICES REIMBURSEMENT NOTICE

Pursuant to the Village of Pewaukee Code of Ordinances, the Village Board has determined that whenever the services of the Village Attorney, Village Engineer, Village Planner or any other of the Village's professional staff results in a charge to the Village for that professional's time and services and such service is not a service supplied to the Village as a whole, the Village Clerk shall charge that service for the fees incurred by the Village. Also, be advised that pursuant to the Village of Pewaukee Code of Ordinances, certain other fees, costs, and charges are the responsibility of the property owner or responsible party.

I, the undersigned, have been advised that, pursuant to the Village of Pewaukee Code of Ordinances, if the Village Attorney, Village Engineer, Village Planner or any other Village professional provides services to the Village because of my activities, whether at my request or at the request of the Village, I shall be responsible for the fees incurred by the Village. In addition, I have been advised that pursuant to the Village of Pewaukee Code of Ordinances, certain other fees, costs, and charges are my responsibility.

The Village will place fees from unpaid invoices on the real estate tax bill of the property that corresponds to the incurred services.

RESPONSIBLE PARTY & MAILING ADDRESS

Name of Company and/or Individual

Street City State Zip

Phone: _____ Fax: _____ E-Mail: _____

Signature of Applicant & Date

Signature of Property Owner & Date

Village Official Accepting Form

**SEND ALL PROFESSIONAL
SERVICES INVOICES TO:
(Check One)**

____ Property Owner

____ Applicant