



# PLAN COMMISSION CONSULTATION APPLICATION

No Application Fee for Consultative Services  
Application is due 3 weeks prior to the meeting date

235 Hickory St, Pewaukee WI 53072 - villagehall@villageofpewaukeewi.gov—262-691-5660

## PROPERTY / PROPERTY OWNER INFORMATION

Property Address: \_\_\_\_\_ Tax Key: PWV \_\_\_\_\_  
 Zoning of Property: \_\_\_\_\_ Property Owner Name: \_\_\_\_\_  
 Property Owner Email: \_\_\_\_\_ Property Owner Phone #: \_\_\_\_\_

## APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Applicant Phone #: \_\_\_\_\_  
 Applicant Address: \_\_\_\_\_  
 Applicant Email: \_\_\_\_\_

## PROPOSED USE OF PROPERTY

Business Name, if applicable: \_\_\_\_\_  
 FEIN, if applicable: \_\_\_\_\_  
 Description of Proposed Use (Restaurant/Retail/Office): \_\_\_\_\_

## SIGNATURES

**Application will not be processed without the signature of the current property owner.**

This signature authorizes the Village of Pewaukee to process the consultation 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 Current Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## DIRECTIONS / NOTES - See Page 2 for Specific Items Required

NOTE: As this is for consultative purposes only, an engineering review will not take place at this time. An engineering review will take place if/when a formal application for approval is submitted.

**Please include the following required items with this application:**

1. One paper copy of the submittal, including plans/drawings/applicable attachments. **11 paper copies are only required for documents larger than ledger size (11" X 17").**
2. One digital copy of the submittal, including plans/drawings/applicable attachments. (Jump drive)
3. Completed Professional Services Reimbursement Form
4. Reverse of this form completed

**For Office Use Only**

Staff Initials: \_\_\_\_\_

Date/Time Received: \_\_\_\_\_

**DETAILED SITE PLAN** - Identify/Illustrate the following on plan, if applicable

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Engineer Scale                          | <input type="checkbox"/> Easements                          | <input type="checkbox"/> Site acreage                             |
| <input type="checkbox"/> Location/Vicinity Map                   | <input type="checkbox"/> Setback and offset dimensions      | <input type="checkbox"/> Sidewalks/pedestrian walkways            |
| <input type="checkbox"/> North Arrow                             | <input type="checkbox"/> Pond/detention locations           | <input type="checkbox"/> Dumpster/recycling area location         |
| <input type="checkbox"/> Footprint of dimensioned property lines | <input type="checkbox"/> Floodplain and/or wetland boundary | <input type="checkbox"/> Ground HVAC and/or utility installations |
| <input type="checkbox"/> Existing and proposed buildings         | <input type="checkbox"/> Sign location                      | <input type="checkbox"/> Fence location                           |
| <input type="checkbox"/> Footprint of adjacent buildings         | <input type="checkbox"/> Exterior light location            |   |
| <input type="checkbox"/> Driveway location                       | <input type="checkbox"/> Phasing lines                      |   |
| <input type="checkbox"/> Parking stalls                          | <input type="checkbox"/> Floor area ratio                   |   |
| <input type="checkbox"/> Adjacent public streets                 | <input type="checkbox"/> Open space ratio                   |   |

**DETAILED ARCHITECTURAL PLAN** - Identify/Illustrate the following on plan, if applicable

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Architectural scale           | <input type="checkbox"/> Exterior building materials/colors | <input type="checkbox"/> Exposed HVAC equipment             |
| <input type="checkbox"/> All building views/elevations | <input type="checkbox"/> Colored rendering                  | <input type="checkbox"/> Dumpster/recycling area location   |
| <input type="checkbox"/> Building height dimensions    | <input type="checkbox"/> Dimensioned building façade sign   | <input type="checkbox"/> Samples of building materials      |
| <input type="checkbox"/> General floor plan dimensions | <input type="checkbox"/> Exterior utility boxes             | <input type="checkbox"/> Building mounted lighting fixtures |

**DETAILED LANDSCAPING PLAN** - Identify/Illustrate the following on plan, if applicable

- |  |   |
|--|---|
| <input type="checkbox"/> Location of existing/proposed landscaping     | <input type="checkbox"/> Species of plantings                             |
| <input type="checkbox"/> Size of plantings at installation             | <input type="checkbox"/> Dumpster/recycling area location                 |
| <input type="checkbox"/> Calculation confirming Zoning Code compliance | <input type="checkbox"/> Conformance with tree preservation policy manual |

**GRADING AND DRAINAGE PLAN** - Identify/Illustrate the following on plan, if applicable

- Existing/proposed two-foot contour lines at local datum (floodplain property should be identified at USGS datum)
- Pond/detention location
- Storm-water and erosion control devices

**NOTE: Meet with Village Engineer for further direction**

**SIGNAGE PLAN** - Identify/Illustrate the following on plan, if applicable

- Scaled design drawing of freestanding and/or façade signs
- Sign specifications and colors (wattage, materials, dimensions)

**EXTERIOR LIGHTING PLAN** - Identify/Illustrate the following on plan, if applicable

- Light fixture design and specifications
- Iso foot-candle lighting dispersion plan (recommended)



# PROFESSIONAL SERVICES REIMBURSEMENT AGREEMENT

235 Hickory St, Pewaukee WI 53072—villagehall@villageofpewaukee.gov—262-691-5660

**PROPERTY INFORMATION**

Property Address: \_\_\_\_\_ Tax Key: PWV \_\_\_\_\_  
Property Owner's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**RESPONSIBLE PARTY INFORMATION - All invoices will be mailed to this address.**

Business Name: \_\_\_\_\_ FEIN: \_\_\_\_\_  
Person Responsible for Payment / Business Contact Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Responsible Party / Contact Phone Number: \_\_\_\_\_  
Responsible Party / Contact Email Address: \_\_\_\_\_

**AGREEMENT / SIGNATURES - Property Owner signature is required.**

Pursuant to the Village of Pewaukee [Code of Ordinances Sec 40.116\(b\)](#), 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 or other expert consultants are retained by the Village in order to complete a proper project review 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 Treasurer shall charge those service fees incurred by the Village to the applicant/property owner. 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.

By signing this form, 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 staff or other expert consultants retained by the Village in order to complete a proper project review 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. 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.**

Property Owner Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only** Staff Initials: \_\_\_\_\_ Date Received: \_\_\_\_\_