

VILLAGE OF HALES CORNERS
PLAN COMMISSION APPROVAL PROCEDURES AND PERMIT PROCESS
414-529-6161
5635 S. NEW BERLIN RD. HALES CORNERS, WI 53130

1. Applicant contacts Staff to meet for pre-development consultation(s). If appropriate, Staff involves Planning Consultant to discuss site concept before it is engineered. Consultations would include:
 - Participate in concept review meeting.
 - Address project-specific concerns of both the applicant and the Village to align private interests with community goals and objectives.

2. Applicant submits project materials and application to Staff.
 - Initial review by Staff determines appropriateness and completeness of submitted materials for inclusion on the next available Plan Commission agenda.
 - Circulate items to department for review and recommendations
 - Planning Consultant
 - Building Inspection-if necessary
 - Fire Department
 - Public Works
 - Departments and consultant generates a recommendation regarding the proposal based upon conformity with Zoning Code, Comprehensive Plan consistency, architectural compatibility and project qualities.
 - Staff prioritizes Plan Commission agenda to ensure efficiency and timeliness of meeting.

3. Staff prepares any necessary public hearing notices and ensure they are published properly.

4. Project materials, consultant recommendations, agenda and previous month's meeting minutes are sent to Plan Commission members, Village Board and other departments one (1) week prior to the scheduled meeting.

5. Plan Commission meeting. (Site plan review, conditional use, rezone, etc.) Applicant and/or representative must be in attendance to present project.

6. Minutes of meeting documented with approval conditions listed for each item. Approved each month by Plan Commission.

7. After Village Board review; record action on application and properly publish any zoning amendments.

8. Staff generated approval (or denial) letter mailed to applicant listing:
 - a. Date of Plan Commission recommendation and Village Board Approval.

- b. Specific conditions of approval.
 - c. Any additional submittals required.
 - d. Any additional staff or Plan Commission/Village Board review required.
9. Make a file and ensure all items are placed in the Plan Commission files.
10. After approval, the applicant must submit all permit applications (including State Review for Building and HVAC-SBD-118) and all submittals based on such approval to our Building Inspection Department for proper plan review. Fees are also due at the time of the submittal.
- All Permit Applications Include (www.halescorners.org > Village Departments > Building Inspection):
- Building
 - HVAC
 - Plumbing
 - Electrical
 - Occupancy
 - Erosion Control (if necessary)
 - Sign(s)
11. Any state approvals needed for Plumbing (DSPA in Madison) and Fire Alarm and Fire Suppression (HCFD) must be submitted in a timely fashion. Once the approval is completed Hales Corners Permit applications must be completed with the appropriate fees in order to process your permit.
12. Plan Review turnaround from the Building Inspection Department for Commercial is 10 days for first comments, and Residential is 5 days for first comments.
13. Staff will notify the applicant when plans are approved and ready for pickup, and provide the information for inspection requests.