

# New Business Check List

## Occupancy Certificate?

- All new businesses in Hales Corners require an Occupancy Permit application and the necessary inspections be completed prior to the planned open date.

## Making Sign Changes?

- Check the sign code to verify the proposed signage changes are allowed within the properties zoning.
- If the proposed sign is to be placed in public road right-of-way it must be reviewed by the Board of Appeals or Plan Commission for vehicular hazard and obstruction.
- If the sign is larger than allowed, electronic, or a pylon sign it will require review by the Plan Commission.

## Exterior Alterations?

- Any changes in the appearance to the outside of the building will require site plan review by the Plan Commission.

## OCCUPANCY INFORMATION AND PROCEDURES

### Village of Hales Corners

5635 S. New Berlin Rd., Hales Corners, WI 53130

414-529-6161

An Occupancy Permit Application is required when you establish your business or organization in a new or existing building, for new residential construction, and special instances as required by the building inspection department. The occupancy application requires a team of inspectors to inspect the premises you wish to occupy. Re-inspections and additional fees may be required.

**The Occupancy Permit Certificate needs to be issued before you can occupy the space and/or open your business.** The Village will have **3 business days after ALL inspections** are complete and signed off to process and issue the occupancy permit.

#### PROCEDURE:

- Submit a completed Occupancy Permit form and pay required fee to the Village of Hales Corners.
- When all work is completed and you would be ready to occupy the space, **CALL TO SCHEDULE FOR INSPECTIONS.**
- CALL 414-423-2100 x 3107 to schedule all building and electrical inspections. A minimum of 72 business hours is needed to schedule these appointments.
- CALL **Fire Department 414-529-6168** to schedule fire inspection. A minimum of 72 business hours is needed to schedule these appointments. Building permit work should be complete.
- CALL **Health Department 414-529-6155** for requirements and required licenses. A food license application with separate fees will be required if you intend to sell, serve or process food. Completed application and fees must be submitted at least 4 weeks in advance of anticipated opening of the establishment. Inspection required for massage/tattoo establishments.
- Other licenses:  
Any additional licenses such as alcohol and/or beer are required and issued through the **Village Clerk's office 414-529-6161**. The Village has quotas on these licenses and they may not be available for new businesses! Application should be made at least 6 weeks in advance as these require public notice and Village Board approval. Licenses will not be issued until the occupancy permit certificate is issued.
- Village will issue occupancy permit certificate (will be mailed unless other arrangements are made) once all inspections are complete and signed off as completed at Village Hall.
- YOUR FAILURE to complete the requirements above, may result in you not being able to operate your business and/or fines.

**OCCUPANCY**

Rev 02/03/2020

VILLAGE OF HALES CORNERS  
5635 S. New Berlin Road  
Hales Corners, WI 53130  
P:414-529-6160/F:414-529-6179  
[www.halescorners.org](http://www.halescorners.org)

Occupancy \_\_\_\_\_ HALE  
Permit No. \_\_\_\_\_

Tax Key: \_\_\_\_\_

ZONING: \_\_\_\_\_

Building Address: Suite/Unit#	Business Name/Type:
Property Owner Name or Legal Entity (if applicable)	Tenant Contact:
Owner Phone:	Tenant Phone:
Owner Email:	Tenant Email:
Address/City/State/Zip:	Former Occupant (if known)

BUILDING IS: Residential (\$50)     Commercial (\$205)    Special use  Temporary - 6 mos. or less (\$80)

INTENDED USE: \_\_\_\_\_

DATE REQUESTED TO OCCUPY SPACE: \_\_\_\_\_ (MUST SUBMIT 14 DAYS PRIOR)

WILL THERE BE ANY ALTERATIONS TO THE SPACE YOU WILL BE OCCUPYING? YES/NO (circle one)

IF SO, WHAT PERMITS WILL BE NEEDED? Building / HVAC/ Electrical / Plumbing (circle all that apply)

*Note: Any alteration building, electrical, plumbing, or HVAC work done will require permits approved by the Building Inspector and possible State Plan Approval prior to issuance of occupancy permit, please plan accordingly.*

Is a Sign needed for the business? YES/NO (circle one) If yes, this will require a permit for a temporary and/or permanent Sign.

It is hereby agreed between the undersigned and the Village of Hales Corners that all work performed as herein described shall be completed in strict compliance with the Village of Hales Corners Municipal Code and all laws of the State of Wisconsin relating to such work. Furthermore, by signing this application, or by authorizing an agent to sign this application, the owner/tenant acknowledges that an inspection or inspections of the work herein described are required and consents to the entry onto the subject property by an employee of the Village of Hales Corners to perform all necessary inspections. Said inspection(s) shall only be made at reasonable times and by appointment or notice.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

*Building Inspection: 414-423-2100 x-3107    Fire Department: 414/529-6168    Health Department: 414/529-6155*

**FOR OFFICE USE ONLY:**

Certificate Issued by: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Permit Issued by: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Building/Plumbing Inspector: \_\_\_\_\_

Date Complete: \_\_\_\_\_

Electrical Inspector: \_\_\_\_\_

Date Complete: \_\_\_\_\_

Fire Inspector: \_\_\_\_\_

Date Complete: \_\_\_\_\_

Health Department: \_\_\_\_\_

Date Complete: \_\_\_\_\_

Date Sent To Inspectors: \_\_\_\_\_

SIGN  
(Application)

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Permit No. \_\_\_\_\_

Tax Key: \_\_\_\_\_

Building Address:	Business Name:
Contractor :	Tenant Contact:
Address/City/State/Zip	Phone No.
Email	Email
Phone No.	Property Owner Name/Phone:

ZONING: \_\_\_\_\_  
NUMBER & TYPE OF EXISTING SIGNS IF ANY: \_\_\_\_\_

SIGN IS:  **Temporary -14 days (\$30)** DATES: \_\_\_\_\_

Proposed Square Footage of Signage (cannot exceed 35 square feet in area): \_\_\_\_\_

Type of Material (submit scale colored drawing/photo): \_\_\_\_\_

Location of Signage (Building or Site): \_\_\_\_\_

**Permanent (\$1.50 per sq. ft. of area NOTE: Round SF up to next whole number -\$60 minimum)**  
\$ \_\_\_\_\_

Proposed Square Footage of Signage: \_\_\_\_\_

Type of Material (submit scale colored drawing/photo): \_\_\_\_\_

Location of Signage (Building or Site): \_\_\_\_\_

Number of existing Signs: \_\_\_\_\_ Total Square Footage: \_\_\_\_\_

Type of Sign (circle): Monument / Building / Pylon / Other: \_\_\_\_\_

Height to top of sign: \_\_\_\_\_ Height to lower edge of sign: \_\_\_\_\_

Is the sign illuminated (circle): YES / NO -----*If so, Electrical permit is required.*

It is hereby agreed between the undersigned and the Village of Hales Corners that all work performed as herein described shall be completed in strict compliance with the Village of Hales Corners Municipal Code and all laws of the State of Wisconsin relating to such work. Furthermore, by signing this application, or by authorizing an agent to sign this application, the owner/tenant acknowledges that an inspection or inspections of the work herein described are required and consents to the entry onto the subject property by an employee of the Village of Hales Corners to perform all necessary inspections. Said inspection(s) shall only be made at reasonable times and by appointment or notice. **Complete all areas on application.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature (**Required if different from Applicant**): \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Issued By: \_\_\_\_\_

Date: \_\_\_\_\_

# VILLAGE OF HALES CORNERS PLANNING COMMISSION APPLICATION CHECKLIST

## GENERAL SUBMITTAL REQUIREMENTS

- Applications are due 45 days prior to the Plan Commission meeting.
  - Thirteen (13) **folded** reduced size (11" x 17") copies of all plans are required at a standard engineering scale of 40' per inch or less.
  - Two (2) **folded** full size copies of all plans are required at a standard engineering scale of 40' per inch or less.
  - Completed and signed Agreement for Charge Back of Planning and Development Consulting Fees Form
  - A USB drive with all plans, photographs, and supporting documents on it. Plans must be submitted in Adobe PDF format.
- NOTE:** The Village recommends that a professional engineer, architect, or designer prepare the plans. Your application will not be put on the agenda until staff is satisfied that all materials have been provided and all concerns have been addressed. Any revisions to plans will require a re-submittal of all items listed above, fees may apply.*

## FOR ALL PUBLIC HEARINGS:

- Applicant must provide all addresses of those in a 300 foot buffer of the site. Publication of a class 2 notice is required (Wis. Stat. Ch. 985)  
*\*Conditional Use Note: Sec. 8-6-4(a)(2) and 8-6-6 only require a 100 foot buffer and a Publication of class 2 notice.*

## A SITE PLAN INCLUDING:

- Name of the owner/developer as well as the person/firm that prepared the plans with addresses and phone numbers for both.
- The most current date of preparation or revision.
- Scale, North arrow, ¼ section vicinity location and parcel key number with applicable existing street names noted.
- Area of the site, as well as square footage devoted to building space, parking, other paving, landscaping and open space.
- All paved areas - proposed and existing - including, but not limited to, parking, loading, driveways, driveway openings, curbing, sidewalks, paths, and outdoor seating areas.
- Parking lot layout including
  - Number of spaces (including accessible spaces)
  - Number of employees per shift
  - Dimensions
  - Setbacks
- Detailed building locations with setbacks noted on the plan.
- A detailed and dimensioned elevation of any proposed or existing signage, including copy and color schematic, with the location of existing and proposed signage.
- Location, type, and height of all proposed and existing fences or walls.
- Location and materials for dumpster enclosures (materials should match those found on the building).
- Location of all outdoor storage areas and the proposed items to be stored.
- Location of existing and proposed fire hydrants (public and private).
- Location of any wetlands, floodplain, ponds, rivers, streams or other water features.
- Locations of existing and proposed sanitary sewer, storm sewer, and water mains and any existing and proposed easements.
- Locations of loading births.
- Fire Protection plan if required.

## A BUILDING PLAN:

- Detailed elevations with scale and schematics of all proposed buildings and structures. Elevations must note all materials used and proposed color scheme.
- A colored, architectural rendering of all proposed buildings and structures including existing structures within a five hundred (500) foot buffer to assess massing and contextual appropriateness.
- Rooftop mechanicals must be depicted on the elevation drawings and drawings must depict how they will be screened.
- Any proposed light fixtures, signage, awnings or other exterior features must also be depicted on the plans.
- Interior floor plan with dimensions and number of units and types.

## A LIGHTING PLAN INCLUDING:

- Exterior lighting plans, including location, illumination levels (in foot-candles), and type with photometric analysis
- Types of fixtures and poles (including height) being proposed for the site. A brochure or spec. sheet from the manufacturer is required.

## A UTILITY PLAN INCLUDING:

- Existing and proposed grades, and site drainage plans, including catch basin locations. All paved areas and buildings must be connected to the storm sewer system, if available.
- Locations of existing and proposed sanitary sewer, storm sewer, and water mains and any existing and proposed easements.

## A SITE GRADING PLAN

- All grading plans shall be designed, prepared, stamped, and signed by a qualified, professional, and registered engineer in the State of Wisconsin.
- Existing and proposed contours
- Initial soils test
- Location of stormwater holding areas

## A STORMWATER MANAGEMENT PLAN

- Completed storm water management permit application and applicable fee.
- Two (2) copies of the storm water management report (see checklist in permit application for required information).
- Two (2) copies of the site and drainage map (see checklist in permit application for required information).
- Two (2) copies of the erosion control plan and schedule.
- Signed maintenance agreement.

# Village of Hales Corners

5635 S. New Berlin Rd, Hales Corners, WI 53130  
414-529-6161

## Plan Commission Application

**Unless otherwise noted all Plan Commission meetings will be held the 3<sup>rd</sup> Monday of each month at 6:30pm at Hales Corners Village Hall.**

**All applications need to be complete and are due with payment 45 days prior to the Plan Commission meeting.**

### APPLICANT

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_  
Project Name/New Company Name (if applicable) \_\_\_\_\_

### APPLICANT IS REPRESENTED BY

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

Note: Representative's address will be used for all official correspondence.

### PROPERTY INFORMATION

Property Address \_\_\_\_\_  
Tax Key Number \_\_\_\_\_  
Current Zoning \_\_\_\_\_  
Property Owner \_\_\_\_\_  
Property Owner's Address \_\_\_\_\_  
Existing Use of Property \_\_\_\_\_

### (APPLICATION TYPE - CHECK ALL THAT APPLY)

- Site Plan Review-\$200
- Temporary Use-\$200
- Conditional Use Permit - \$425
- Sign Plan Review (w/electronic message board) - \$1.50/sf (\$60min)
- Zoning Code or Map Change/Amendment -\$425
- Planned Unit Development/Amendment -\$425
- Special Meeting-\$200
- Preliminary Subdivision Plat/CSM/Land Use -\$425
- Filing Fee-\$400/Final Subdivision Plat-\$425
- Certified Survey Map -\$425
- House or Building Moving Approval-\$200
- Storm Water Management Application – TBD by DPW
- Bed & Breakfast Conditional Use Permit -\$425

Please reference our Zoning Code-Chapter 8 of the Village Municipal Code for more details.

Please see reverse side for detailed submittal requirements.

**STATEMENT OF PROJECT INTENT AND DESCRIPTION OF PROPOSAL:** Details of proposal, anticipated impact on surrounding properties and neighbors, plan of operation, hours of operation, frequency of deliveries to site, number of employees, description of any interior/exterior modifications or additions to be made to property, any outside storage (dumpsters, trucks, materials for sale, etc.), number of employees per shift, number of parking stalls, and any other information that is available. PLEASE EXPLAIN IN DETAIL: (attach additional sheets if necessary or provide a detailed cover letter explaining the proposal)

By signing this application I hereby acknowledge the application fees shall be paid at the time of submittal which are **NON-REFUNDABLE** and that any further fees, costs or charges incurred by the Village shall be the responsibility of the applicant. If such fees are not paid they will have the potential to be placed on the property taxes for that year. **If applicant is different from property owner, property owner signature is required.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only:

Date Submitted: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_  
Accepted By: \_\_\_\_\_  
Revision Date 4/17/19

Plan Commission Date: \_\_\_\_\_  
Public Hearing Date: \_\_\_\_\_  
Plan Commission Action: \_\_\_\_\_  
Publication Notice Date: \_\_\_\_\_

Village Board Action: \_\_ Approve \_\_ Deny \_\_ Other  
Date: \_\_\_\_\_  
Zoning Amendment Publication Date: \_\_\_\_\_

**Village of Hales Corners  
Plan Commission  
414-529-6161  
5635 S. New Berlin Rd., Hales Corners, WI. 53130**

**AGREEMENT FOR CHARGE BACK OF PLANNING AND DEVELOPMENT  
CONSULTING FEES**

Village of Hales Corners Resolution 16-57, A Resolution Authorizing Certain Officials to Execute an Agreement for Ongoing Planning and Development Services with Graef-USA, Inc., was adopted on September 12, 2016. The Resolution authorizes on-going planning and development services with Graef-USA, Inc., a professional engineering consulting company. Professional charges incurred with Graef-USA, Inc. on behalf of a **Plan Commission applicant's application or proposal** (to be submitted at time of Charge Back form submittal) to the Village of Hales Corners will be the responsibility of the applicant and/or property owner(s) for the cost of the services, in addition to the stated Plan Commission application fee.

**A signed Charge Back Agreement form by the property owner or applicant is required prior to being placed on a Plan Commission meeting agenda.** Graef-USA, Inc. will invoice the Village of Hales Corners, and subsequently the charges will be invoiced to you as the applicant. Failure to pay for charges incurred and invoiced to you per this agreement, may result in delays or no action regarding your application or proposal. The Village may follow any other legal means to collect the amount owed. The application fee is non-refundable.

**(A) Professional Fees Charge Back**

Whenever the Village incurs professional fees in considering certified survey map(s), subdivision plat(s), re-zoning petitions(s), conditional use permit petition(s), site development applications(s), and/or other petition(s) related to the development of land in the Village, the Village shall charge the professional charges incurred by the Village to such applicant/property owner(s) pursuant to Wis. Stat. S 66.0627(4).

**(B) Time to Pay.** The Village shall give the applicant/property owner(s) billed for current services as provided for herein notice that they shall have a specified period of time not more than thirty (30) days to pay. Said notice shall include an itemized statement of the professional services fees being charged. Any disputed charges shall be submitted in writing to the Village Administrator. The Village may follow any other legal means to collect the amount owed. Additionally, the Village may charge all delinquent amounts, together with any interest and penalties, against the property on the tax roll as provided by law.

## 2020 Plan Commission Meeting Dates (Monday-6:30pm)

Any recommendations for Village Board approval will occur the following Monday.

<b>Month</b>	<b>Mtg Date</b>	<b>Month</b>	<b>Due Date</b>
<b>January</b>	<b>20</b>	<b>December</b>	<b>6</b>
<b>February</b>	<b>17</b>	<b>January</b>	<b>10</b>
<b>March</b>	<b>16</b>	<b>January</b>	<b>31</b>
<b>April</b>	<b>20</b>	<b>March</b>	<b>6</b>
<b>May</b>	<b>18</b>	<b>April</b>	<b>3</b>
<b>June</b>	<b>15</b>	<b>May</b>	<b>1</b>
<b>July</b>	<b>20</b>	<b>June</b>	<b>5</b>
<b>August</b>	<b>17</b>	<b>July</b>	<b>3</b>
<b>September</b>	<b>21</b>	<b>August</b>	<b>7</b>
<b>October</b>	<b>19</b>	<b>September</b>	<b>4</b>
<b>November</b>	<b>16</b>	<b>October</b>	<b>1</b>
<b>December</b>	<b>21</b>	<b>November</b>	<b>6</b>