

# 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: _____	Plan Commission Date: _____	Village Board Action: __ Approve __ Deny __ Other
Amount Paid: _____	Public Hearing Date: _____	Date: _____
Accepted By: _____	Plan Commission Action: _____	
Revision Date 4/17/19	Publication Notice Date: _____	Zoning Amendment Publication 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 storm water 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.

## A LANDSCAPING PLAN INCLUDING:

- Landscaping plan must show all utility easements and fire hydrants.**
- Number, size, and type of all existing and proposed trees, shrubbery, planters, planting areas, landscape islands, and greenspace, on the site.
- Screening plan for any outdoor storage
- Commercial properties must provide a landscape buffer between adjacent properties, adjacent to public streets, and any paving on the site. Planting islands in parking lots must be landscaped.