



## 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.

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 11 copies 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 1/2" 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)

**ARTICLE IX. SITE PLANS AND DESIGN CRITERIA**

**DIVISION 1. GENERALLY**

**Sec. 40.436. Reserved.**

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**DIVISION 2. SITE PLAN REQUIREMENTS FOR COMMERCIAL, INDUSTRIAL,  
INSTITUTIONAL, PARK AND MULTIFAMILY RESIDENTIAL DEVELOPMENT**

**Sec. 40.437. Purpose.**

This division is intended to promote compatible development; stabilize property values; foster the attractiveness and functional utility of the community as a place to live and work;

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preserve the character and quality of the built and natural environment; and raise the level of community expectations for the quality of its environment. This division applies to commercial, industrial, institutional, park and multifamily residential development.

(Ord. No. 99-5, § 17.13(1), 5-4-1999)

**Sec. 40.438. General requirements.**

(a) No commercial, industrial, institutional, park or multifamily residential structure or facility (note: does not include single-family and two-family dwellings) shall be erected, moved, reconstructed, extended, enlarged, altered or changed until the planning commission has reviewed and approved plans for the site and structure. The planning commission shall not approve any plans unless they find after review and study of the application that the use or structure, as planned, will not violate the intent and purposes of this chapter.

(b) In approving or disapproving proposed uses and/or site plans, the planning commission shall give consideration to such evidence as may be presented to the commission regarding traffic generation, groundwater, sewage disposal, lighting, soil limitations noise, smoke, dust, odor or noxious gases attributed to the proposed use. In applying the provisions of this division, the Village of Pewaukee planning commission shall recite the particular facts upon which it bases its conclusion. If the plan commission determines that the proposed use and/or site plan generates an unreasonable impact relative to the elements set forth in this subsection, the commission may deny the proposal. The applicant shall have an opportunity to present evidence contesting the denial or propose adequate mitigation, if they so desire. Thereafter, the village planning commission may affirm, modify or approve the proposal.

(c) To implement the purposes set forth in this division, the planning commission shall approve proposed uses and site plans only after determining the following:

- (1) The proposed uses conform to the uses permitted in that zoning district.
- (2) The dimensional arrangement of buildings and structures conform to the required area offset, setback and height restrictions of the chapter.
- (3) The proposed use conforms to all use and design requirements.
- (4) There is a proper relationship between the existing and proposed streets and highways within the vicinity of the project in order to assure the safety and convenience of pedestrian and vehicular traffic.
- (5) The proposed buildings, structures and entryways are situated and designed to minimize adverse effects upon owners and occupants of adjacent and surrounding properties by providing for adequate ingress/egress, interior/exterior traffic flow, stormwater drainage, erosion control, grading, lighting and parking, as specified by this chapter.
- (6) Natural features of the landscape are retained where they can enhance the development on the site and/or where they furnish a barrier or buffer between the project and adjoining properties.

- (7) Appropriate buffering, screening, fencing or landscaping is provided in accordance with this chapter.
  - (8) Land, buildings and structures are readily accessible to emergency vehicles and persons with disabilities.
  - (9) The proposed use does not significantly and unreasonably impact groundwater quantity and quality, environment, drainage, the level of transportation service on public streets and/or any other public health, safety and welfare concerns.
  - (10) The site plan is consistent with the intent and purpose of this chapter, which is to promote the public health, safety and general welfare, to encourage the use of lands in accordance with their character and adaptability, to avoid the overcrowding of populations, to lessen congestion on the public roads and streets, to reduce hazards to life and property and to facilitate existing community development plans.
  - (11) The site plan is consistent with the public goals, objectives, principles, standards, policies and urban design criteria set forth in the village's adopted master plan.
- (Ord. No. 99-5, § 17.13(2), 5-4-1999)

**Sec. 40.439. Application process.**

The planning commission shall accept applications for use and site plan review in accordance with the following two procedures:

- (1) *Consultation.* The planning commission will hear and discuss an applicant's conceptual development proposal. While detailed drawings and plans are not required, a firm idea of the development plans along with conceptual drawings is encouraged. Planning commission discussion of the conceptual proposal shall not be viewed as a final commitment or vested right for or against future site development.

*Note:* The applicant may skip the consultation process and move directly to site plan approval with the understanding that the plan commission is not necessarily obligated to approve the proposed site plan.

- (2) *Site plan approval.* The planning commission will hear, discuss and act upon an applicant's detailed development proposal. The required application form, application fee and three sets of the proposed plans shall be submitted to Village of Pewaukee hall at least three weeks prior to the planning commission meeting at which the site plan is scheduled for review. Following village staff review and comment on the proposed plans, the applicant shall submit ten sets of the proposed plans to village hall at least one week prior to the planning commission meeting at which the site plan is scheduled for review. If plans are not submitted in a timely manner, the village may refuse to process the application, or the scheduled meeting. Plan submittal shall include, but not necessarily be limited to, the following, subject to the design criteria established in division 3 of this article, and the engineering criteria established in article VIII of this chapter:
  - a. Fully dimensioned site plan to include the following:
    1. Drawn to a recognized engineering or architectural scale.

2. Name of project and the architect/engineer.
  3. Plan creation/revision date.
  4. Building setback and offset dimension.
  5. Parking setback and offset dimension.
  6. Property line dimension.
  7. Notation of total building area, floor area ratio, open space ratio and site size (i.e., acres and square feet).
  8. Location of existing and/or proposed exterior light poles.
  9. Location and number of parking stalls.
  10. Location of all proposed and existing structures.
  11. Existing and proposed street names.
  12. Ultimate public street right-of-way line and street centerline.
  13. Easements.
  14. Phasing lines, if applicable.
  15. Where applicable, the 100-year recurrence interval floodplain, floodway, wetlands and primary environmental corridor boundary.
  16. Location of existing driveway openings adjacent to, and across the street from, the proposed site.
- (3) Detailed landscaping plan including the following:
- a. Location of proposed and existing trees.
  - b. Species of plantings.
  - c. Size of initial plantings.
  - d. Number of plantings.
- (4) Architectural elevations of all building sides including the following:
- a. Building height.
  - b. Building construction materials (note: samples of building materials shall be submitted for plan commission review).
  - c. Building color.
  - d. Dumpster screening.
  - e. HVAC equipment.
  - f. Colored rendering (suggested).
  - g. General floor plans.
  - h. Site line drawings, if requested by plan commission or staff.
- (5) Sign plan including the following:
- a. Location.

- b. Sign dimension/size/area.
  - c. Sign design and specifications.
  - d. Sign color.
  - e. Sign construction materials.
  - f. Labeling of proposed floor area ratio, open space ratio, gross floor area, number of parking stalls and lot size.
- (6) Lighting plan including the following:
- a. Location of light poles on site plan.
  - b. Lighting specifications (i.e., pole/mounting height, wattage, type).
  - c. Lighting design.
- (7) Engineering plans, including the following, subject to village engineer:
- a. Grading, drainage and erosion control plans.
  - b. Sewer plans.
  - c. Water plans.
  - d. Road plans.
- (8) Description of the proposed use and operation.

(Ord. No. 99-5, § 17.13(3), 5-4-1999)

**Sec. 40.440. Compliance and surety.**

The planning commission may require the developer to establish an appropriate paving, erosion control, drainage and/or landscaping escrow account or irrevocable letter of credit to ensure compliance with the approved site plan. The escrow or letter of credit value shall not exceed 125 percent of the improvement cost as estimated by an approved contractor. If the developer does not install the required improvements within one year of the building permit being issued, the escrow or letter of credit shall be used by the Village of Pewaukee along with other legal remedies to construct the required improvements.

(Ord. No. 99-5, § 17.13(4), 5-4-1999)

**Sec. 40.441. Expiration of site plan approval.**

An approved site plan shall expire one year after the date of such approval unless building permits have been obtained and significant construction begun on the development.

(Ord. No. 99-5, § 17.13(5), 5-4-1999)

**Sec. 40.442. Amendments.**

Any subsequent change or addition to an approved plan or use shall be submitted to the Village of Pewaukee staff. If, in the village administrator's opinion, such change or addition constitutes a substantial alteration of the original plan, the amended plan must be submitted to the planning commission for approval.

(Ord. No. 99-5, § 17.13(6), 5-4-1999)

**DETAILED SITE PLAN (Identify and/or illustrate the following on the plan)**

- \_\_\_\_\_ engineering scale
- \_\_\_\_\_ location/vicinity map
- \_\_\_\_\_ north arrow
- \_\_\_\_\_ footprint of dimensioned property lines
- \_\_\_\_\_ existing & proposed buildings
- \_\_\_\_\_ footprint of existing adjacent buildings
- \_\_\_\_\_ driveway location
- \_\_\_\_\_ parking stalls
- \_\_\_\_\_ adjacent public streets
- \_\_\_\_\_ easements
- \_\_\_\_\_ setback & offset dimensions
- \_\_\_\_\_ pond/detention location
- \_\_\_\_\_ floodplain and/or wetland boundary
- \_\_\_\_\_ sign location
- \_\_\_\_\_ exterior light location
- \_\_\_\_\_ phasing lines
- \_\_\_\_\_ floor area ratio
- \_\_\_\_\_ open space ratio
- \_\_\_\_\_ site acreage
- \_\_\_\_\_ sidewalks/pedestrian walkways
- \_\_\_\_\_ dumpster/recycling area location
- \_\_\_\_\_ ground HVAC and/or utility installations
- \_\_\_\_\_ fence location

**DETAILED ARCHITECTURAL PLAN (Identify and/or illustrate the following on the plan)**

- \_\_\_\_\_ architectural scale
- \_\_\_\_\_ all building views/elevations
- \_\_\_\_\_ building height dimension
- \_\_\_\_\_ general floor plan dimensions
- \_\_\_\_\_ exterior building material(s) & color(s)
- \_\_\_\_\_ colored rendering (*recommended*)
- \_\_\_\_\_ dimensioned building facade sign
- \_\_\_\_\_ exterior utility boxes
- \_\_\_\_\_ exposed HVAC equipment
- \_\_\_\_\_ dumpster/recycling area location
- \_\_\_\_\_ samples of building materials
- \_\_\_\_\_ building mounted lighting fixtures

**DETAILED LANDSCAPING PLAN (Identify and/or illustrate the following on the plan)**

- \_\_\_\_\_ location of existing and/or proposed landscaping
- \_\_\_\_\_ size of plantings at installation
- \_\_\_\_\_ calculation confirming Zoning Code compliance with landscaping standard
- \_\_\_\_\_ species of plantings
- \_\_\_\_\_ dumpster/recycling area location
- \_\_\_\_\_ conformance with tree preservation policy manual

**GRADING & DRAINAGE PLAN (Identify and/or illustrate the following on the plan)**

- \_\_\_\_\_ existing and proposed two foot contour lines at local datum (*floodplain property should be identified at USGS datum*)
- \_\_\_\_\_ pond/detention location
- \_\_\_\_\_ stormwater and erosion control devices
- [Note: meet with Village Engineer for further direction]

**SIGNAGE PLAN (Identify and/or illustrate the following)**

- \_\_\_\_\_ scaled design drawing of freestanding and/or facade signs
- \_\_\_\_\_ sign specifications and color (*wallage, materials, dimensions*)

**EXTERIOR LIGHTING PLAN (Identify and/or illustrate the following)**

- \_\_\_\_\_ light fixture design detail and specifications
- \_\_\_\_\_ iso footcandle lighting dispersion plan (*recommended*)



**Business Site Plan  
Application Form**

Address/Parcel No. of Property Involved: \_\_\_\_\_

Zoning of Property: \_\_\_\_\_

Current Owner of Property: \_\_\_\_\_

Applicant – Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

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:

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**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):

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Please return Completed Application Forms along with required attachments and 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 & Date

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

\_\_\_\_ Property Owner

\_\_\_\_ Applicant