



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

APPLICATION PROCESS FOR BUSINESS SITE PLAN APPROVAL REQUESTS

Step 1: Please read through the attached sections of the Village's Development Code that explains the process for requesting site plan approval (Section 40.437 of Land Development Code or web link:

https://library.municode.com/wi/pewaukee/codes/code_of_ordinances?nodeId=PTIIMUCO_CH40LADE_ARTIXSIPLDECR_DIV2SIPLRECOININPAMUREDE).

Contact the Village Planner (see contact information on our website) 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 the required 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. **Incomplete applications and applications submitted without all of the required documents, will not be accepted.**

Please Note: Applications must be submitted to Village Hall four weeks (30 days) prior to the Plan Commission meeting. Plan Commission meetings are held on the second Thursday of each month at 6:00 pm. This four 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.



BUSINESS SITE PLAN APPLICATION FORM

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PROPERTY / PROPERTY OWNER INFORMATION

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Property Address: _____ Tax Key: PWV _____

Property Owner Name: _____ Zoning of Property: _____

APPLICANT INFORMATION

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Applicant Name: _____ Applicant Phone #: _____

Applicant Address: _____

Applicant Email: _____

DESCRIPTION OF REQUEST (Please be thorough and attach additional pages if needed)

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Business Name Corresponding to Site Plan: _____

FEIN, if applicable: _____

Summary of Request (New Construction, Addition, Modification, etc.): _____

DIRECTIONS / NOTES—See page 4 for specific items required

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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 return Completed Application Forms along with the following:

- ☐ 1. One paper copy of the submittal, including plans/drawings/applicable attachments in a size 11x17 page size or less. Also provide one full size scale copy if larger than 11x17.
- ☐ 2. One digital copy of the submittal, including plans/drawings/applicable attachments. (USB/Email)
- ☐ 3. Signatures on page 3
- ☐ 4. Completed Professional Services Reimbursement Form
- ☐ 5. Conditional Use for Restaurant/Night Club must be attached *if applicable*

For Office Use Only

Staff Initials: _____

Date/Time Received: _____

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 your application such as architectural & landscape treatment, proper placement of the building(s) on the lot, traffic generation & circulation, provision for parking, site grading and drainage, exterior lighting, dumpster location and screening, outside storage of any sort, and manner of control devices (when necessary) to eliminate noise, dust, odor, smoke or other objectionable operating conditions & ensure general compatibility of the proposed use within its surroundings.
2. It is the responsibility of the applicant/owner to ensure that the proposed project complies with the Village's Land Development Code. It is also highly recommended that the applicant/owner review the Village's adopted [Land Use Plan](#) to ensure a proper understanding of the Village's future vision for the area in question.
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.

Property Owner Printed Name

Signature of Property Owner

The 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 Conditional Use 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.

Applicant's Printed Name

Signature of Applicant

If you have any questions, please call Village Hall at (262) 691-5660.

See [the municipal code regarding site structure design criteria for the commercial, industrial, park, institutional, and multi-family residential developments](#) for a complete listing of plan requirements. Additional plan details may be required on a case-by-case basis if the Village's review staff or the Planning Commission finds such information is necessary to complete a full and proper project review.

DETAILED SITE PLAN

engineering scale	floodplain and/or wetland boundary
Location/vicinity map	sign location (may require additional approval)
north arrow	exterior light locations
footprint of dimensioned property lines	phasing lines
existing & proposed buildings	floor area ratio
footprint of existing adjacent buildings	open space ratio
driveway location	site acreage
parking stalls	sidewalks/pedestrian walkways
adjacent public streets	dumpster/recycling area location
easements	ground HVAC and/or utility installations
setback & offset dimensions	fence location
pond/detention location	such other details as may be determined necessary

DETAILED ARCHITECTURAL PLAN

architectural scale	dimensioned building façade sign
all building views/elevations w/scale	exterior utility boxes
detailed materials specifications	
building height dimension	exposed HVAC equipment
general floor plan with dimensions	dumpster/recycling area location and screening
	samples of building materials (for presentation to Planning Commission)
exterior building materials and colors	building mounted lighting fixtures
	such other details as may be determined necessary

DETAILED LANDSCAPING PLAN

existing and proposed two-foot contour lines at the local datum (floodplain property should be identified at USGS datum)
pond/detention location
stormwater and erosion control devices

SIGNAGE PLAN

scaled design drawing of freestanding and/or facade signs
sign specifications and color (wattage, material, dimensions)

EXTERIOR LIGHTING

light fixture design detail and specifications
iso footcandle lighting dispersion plan