City of South Milwaukee
Plan Commission Application

NOTE: It is the responsibility of any person/firm that is considering submitting an application for the Plan Commission agenda to contact the City Engineer prior to any submittal. The application and required information must be submitted to the City a minimum of 10 days prior to the Plan Commission meeting, unless otherwise approved by the City Engineer.

APPLICANT

Name _____

Company _____

Address _____

City _____State_____ Zip_____

Telephone _____

Fax _____

Email _____

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

- ☐ Sign Plan Exception
- ☐ Conditional Use Permit
- ☐ Conditional Use Amendment
- ☐ Basic Rezoning
- ☐ Zoning Text Amendment
- ☐ Certified Survey Map
- ☐ Planned Unit Development
- ☐ Amendment to Planned Unit Development
- ☐ Preliminary Subdivision Plat
- ☐ Official Map Amendment
- ☐ Final Subdivision Plat
- ☐ House Moving Approval
- ☐ Street or Right-of-Way Vacation

Application Fee $ _____

DESCRIPTION OF PROPOSAL: Details of proposal, 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)

_____

_____

_____

Signature _____ **Date:** _____

Date Submitted: _____
Amount Paid: _____
Accepted By: _____

PLAN COMMISSION APPLICATION CHECKLIST

GENERAL SUBMITTAL REQUIREMENTS

- ☐ Applications are due a minimum of 10 days prior to the Plan Commission meeting.
- ☐ Ten (10) folded reduced size (11" x 17") copies of all plans are required at a standard engineering scale of 40' per inch or less.
- ☐ Three (3) folded full size copies of all plans are required at a standard engineering scale of 40' per inch or less.
- ☐ A CD ROM with all plans, photographs, and supporting documents on it. Plans must be submitted in both AutoCAD and Adobe PDF format. Certain submittals such as sign reviews and certified survey maps can be only in PDF however all plats (preliminary or final) site, landscaping, and building plans must be in PDF and an AutoCAD compatible format.

NOTE: The City 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.

A SITE PLAN

- ☐ 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 area – 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.
- ☐ 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.

A LIGHTING PLAN

- ☐ 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 preferred.

A UTILITY PLAN

- ☐ 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

- ☐ 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 green space, 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.