

Do I really need all this stuff now?

Often, the Commission will delegate the review of stormwater management, fire protection and lighting plans to Staff. However, it is important to at least meet with appropriate staff to get a conceptual approval of these plans prior to the Plan Commission meeting.

What happens next?

Staff will meet a week before the meeting to review your plans. You will be notified as soon as possible if any revisions are required. You will be given an opportunity to revise your plans. However, any revisions must be received by 12:00 noon on Wednesday prior to the meeting. The Commission will not review any plan revisions which have not first been reviewed by Staff.

A copy of the agenda and staff report for your item will be sent to you on the Thursday prior to the meeting.

At the meeting Staff will make a brief presentation, after which you will have an opportunity to address the Commission to provide additional information or to address any questions.

The Commission generally will vote on your item the same evening. After the meeting, you will be sent a letter confirming the Commission's decision, along with any conditions of approval.

Once these conditions have been met, you may proceed to apply for your building permits. Please contact the Inspection Division for more information on this procedure.



The information in this brochure is a summary of the information found in the Municipal Code. It is not intended to be all inclusive. Other sections of the Municipal Code may be applicable to your property.

More information is available from the departments listed below.



City of Oak Creek



Plan Commission Procedures

Site Plan Review



Municipal Code
Section 17.1001



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Oak Creek Plan Commission

What is the Plan Commission?

The Plan Commission is composed of nine members (the Mayor, city engineer, 2 aldermen, and 5 citizen commissioners). The Plan Commission reviews development proposals and makes recommendations to the Common Council on such items as rezonings, conditional use permits and amendments to the City's Official Maps. The Plan Commission is also charged with the responsibility for reviewing site, landscaping and architectural plans for proposed developments. This process is not required in the A-1 Limited Agricultural District, the ER, Rs-1, Rs-2, Rs-3, Rs-4, and Rd-1 Residential Districts, unless the development site contains wetlands or woodlands.

When does the Commission meet?

The Plan Commission meets at 7:00 p.m. on the second and fourth Tuesdays of every month (holidays excepted).

How do I apply to appear before the Commission?

Applications to appear before the Plan Commission must be received in the Department of Community Development at least four (4) weeks before the meeting at which you wish to appear. All applications, fees and supporting material must be submitted at this time. Incomplete submittals will not be accepted.

What happens after I submit my materials?

Staff will route your application materials to City departments. The departments will meet one (1) week after the submittal deadline to review the applications. Planning staff will compile the comments and concerns and will inform the applicant by e-mail (if address is provided) or by a phone call, followed up with a letter of any concerns

How much does it cost?

Site Plan Review Fee	\$350
Landscaping Plan Review	\$150
Lighting Plan Review (if separate from site plan)	\$15
Sign Plan Review Fee	\$150
Street or other ROW Vacation	\$575
Official Map Amendment	\$775
Preliminary Plat	\$475
Final Plat	\$400
Certified Survey Map	\$525
Minor Land Division	\$275
Affidavit of Correction	\$275
Basic Rezoning	\$775
Text Amendment	\$500
Planned Development (PUD)	\$900
PUD Amendment	\$500
Conditional Use Permit	\$875
Amendment to Conditional Use	\$550
Temporary Use of Use Approval	\$300
Plan Commission Consultation	\$250
House Moving	\$250

What if it doesn't get approved, do I get my money back?

A portion of the application fee may be returned if the applicant withdraws the request after the Plan Commission meeting and prior to the publication of the public hearing notice. Please see staff for further details.

No other fees are refundable.

What do I need to submit?

Submittal requirements vary according to what you are requesting. Please contact the Department of Community Development for a complete list of submittal requirements.

For site plan review, you must submit 11 copies, along with a computer file (the City uses Autocad 2005) of your plans (or an 8 1/2 x 11 reduction if digital drawings are not available). Plans may also be e-mailed to jfortin@oakcreekwi.org

What do I need to submit?

General Development Plan (Planning Dept. 768-6527)

- detailed building locations with setbacks
- square footage of building
- areas for future expansion
- area to be paved
- access drives (width and location)
- sidewalk locations
- parking location
- number of employees
- number of parking spaces
- parking stall and aisle dimensions
- parking setbacks
- location of loading berths
- existing and proposed sanitary sewer
- existing and proposed water service
- location of outdoor storage
- location of wetlands (field verified)
- sign location, square footage and height

Landscape Plan (Planning Dept. 768-6527)

- screening plan for outdoor storage
- number, size and type of plantings
- parking lot screening/berming

Building Plan (Planning Dept. 768-6527)

- architectural elevations
- building floor plans
- materials of construction

Lighting Plan (Inspection Dept. 768-6547)

- types of fixtures
- mounting heights
- type of poles
- photometrics of proposed fixtures

Grading, Drainage and Stormwater Management Plan (Engineering Dept. 768-5855)

- contours (existing and proposed)
- existing and proposed storm sewer
- location of stormwater management structures and basins (if required)

Fire Protection (Fire Inspector 768-6560)

- existing and proposed fire hydrants
- interior floor plan
- materials of construction