



City of Oak Creek Plan Commission Application

**Meeting Dates: 2nd & 4th Tuesdays of each month (except holidays).
All applications are due four (4) weeks prior to a Plan Commission meeting.**

It is the responsibility of any person/firm that is considering submitting an application for the Plan Commission agenda to contact the Community Development Department (414-766-7027 or kpaperbon@oakcreekwi.org) prior to any submittal. It is also suggested that the applicant contact the District Alderman and the Mayor with respect to the proposed development.

PLEASE TYPE OR PRINT. ILLEGIBLE OR INCOMPLETE APPLICATIONS WILL BE RETURNED.

APPLICANT

Name _____
Company _____
Address _____
City _____ State _____ Zip _____
Telephone _____
Email _____
Project Name/New Company Name (if applicable)

PROPERTY INFORMATION (All properties in proposal)

Property Address _____
Tax Key Number _____
Current Zoning _____
Property Owner _____
Property Owner's Address _____
Existing Use of Property _____

APPLICANT IS REPRESENTED BY
(Representative's info will be used for all official correspondence)

Name _____
Company _____
Address _____
City _____ State _____ Zip _____
Telephone _____
Email _____

APPLICATION TYPE - CHECK ALL THAT APPLY

- Site Plan Review - \$850
- Temporary Use - \$600
- Landscaping Plan Review - \$550 (If separate from site plan)
- Lighting Plan Review - \$550 (If separate from site plan)
- Use Approval - \$600
- Sign Plan Review - \$550
- Conditional Use Permit - \$1250
- Conditional Use Amendment - \$950
- Basic Rezoning - \$775
- Zoning Text Amendment - \$1000
- Certified Survey Map - \$525
- Affidavit of Correction - \$275
- Planned Unit Development - \$1700
- Amendment to Planned Unit Development - \$1100
- Preliminary Subdivision Plat - \$750
- Final Subdivision Plat - \$875
- Official Map Amendment - \$1000
- House Moving Approval - \$250
- Street or Right-of-Way Vacation - \$1000
- Plan Commission Consultation - \$400
- Minor Land Division (no new lot created) - \$275
- Comprehensive Plan Amendment - \$1000

Please see reverse side for submission checklist.

DESCRIPTION OF PROPOSAL: Details of proposal, plan and hours of operation, frequency of deliveries to site, number of employees (total and per shift), description of any interior/exterior modifications or additions to be made to property, any outside storage (dumpsters, trucks, materials for sale, etc.), number of parking stalls, and any other information that is available (attach additional sheets if necessary or provide a detailed cover letter explaining the proposal).

Signature _____ Date: _____

Date Submitted: _____	<i>FOR OFFICE USE ONLY</i>	Accepted by: _____
Amount Paid: _____		

CITY OF OAK CREEK PLAN COMMISSION APPLICATION CHECKLIST

ALL APPLICATIONS - Complete application package submissions are due four (4) weeks in advance of a regular Plan Commission meeting. Applications will not be scheduled for Plan Commission review until staff is satisfied that all materials have been provided and all concerns have been addressed. Any revisions to plans will require resubmission in DIGITAL format.

- Completed application forms with fee payment.
- One (1) **folded** reduced size (11" x 17") copy of all plans at a standard engineering scale of 40 feet per inch or less.
- One (1) **folded** full size copy of all plans at a standard engineering scale of 40 feet per inch or less.
- Digital copies** of all plans, photographs, and supporting documents. Plans **must** be submitted in **both** AutoCAD and PDF formats. Certain submittals, such as sign reviews and certified survey maps, do not require AutoCAD files; however, all plans (preliminary or final), site, landscaping, building, and engineering plans **must** be in PDF and an AutoCAD compatible format.

The following are GENERAL checklists for preparing application submissions. Please refer to Chapter 17 of the Municipal Code for detailed zoning district and application submission requirements.

SITE PLAN (IF APPLICABLE)

- 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, dimensions, setbacks, screening/landscaping (may be separate plan).
- 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. Requests for outdoor storage also require Conditional Use approval.
- Location of existing and proposed fire hydrants (public and private).
- Location of any wetlands, floodplains, ponds, rivers, streams, or other water features.
- Locations of existing and proposed sanitary sewer, storm sewer, water mains, and any existing and proposed easements.
- Locations of loading births.
- Fire Protection plan (if required).

BUILDING PLAN (IF APPLICABLE)

- Detailed elevations with scale and schematics of all proposed buildings and structures (including fences and trash enclosures). Elevations must note all materials (existing and proposed) and proposed color scheme.
- A full-color architectural rendering of all proposed buildings and structures.
- All mechanicals must be depicted on the elevation drawings with all dimensions and proposed screening materials.
- Any proposed light fixtures, signage, awnings or other exterior features must also be depicted on the plans. Multitenant buildings require a Master Sign Plan.
- Interior floor plan with dimensions.

LIGHTING PLAN (IF APPLICABLE)

- Exterior lighting plans, including location, illumination levels (in foot-candles), type, photometric analysis. Must show levels at all property lines.
- Types of fixtures and poles (including height) proposed for the site. A brochure or specification sheet from the manufacturer is preferred.

UTILITY PLAN (IF APPLICABLE)

- Existing and proposed grades, site drainage plans, 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, water mains, and existing and proposed easements.

GRADING PLAN (IF APPLICABLE)

- 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 stormwater holding areas.

STORMWATER MANAGEMENT PLAN (IF APPLICABLE)

- Coordinate all permitting and plan requirements with the Engineering Department.
- One (1) copy of the proposed plan (and report where applicable) shall be submitted with the application for Plan Commission review.

LANDSCAPING PLAN (IF APPLICABLE)

- Landscaping plans must show all ground mechanicals (utility boxes, transformers, etc.); easements; wetland, floodplain, and stormwater management areas; areas of existing landscaping to be preserved; and fire hydrants.
- Number, size, and type of all existing and proposed trees, shrubbery, planters, planting areas, landscape islands, and greenspace on the site. Plans must include height of plants at installation and maturity.
- Screening plan for parking areas and any outdoor storage areas.
- Buffers may be required between adjacent properties. See Section 17.0205(d) of the Municipal Code.
- Planting islands in parking lots must be landscaped.