



# APPLICATION PROCESS FOR CONDITIONAL USE GRANT REQUESTS

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

**Step 1: Read through [Article V](#) of the Village's Development Code regarding the Conditional Use Grant process and regulations.**

**Step 2: Submit a fully completed application form** (see below) along with a digital copy of all attachments you wish to have considered by the Plan Commission as part of your application.

- 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. Any documents larger than 11" x 17" are required to be printed on paper (11 copies), folded down to 8.5" x 11" size, and submitted with your original application. The Village will not print your submission. It is your responsibility to ensure the Plan Commission can adequately review your plans.
- One digital copy of the submittal, including plans/drawings/applicable attachments. (USB/Email)
- Incomplete applications and applications submitted without the required documents and/or payment will not be accepted or processed.

Applications must be submitted to Village Hall by 12:00 p.m. approximately **four weeks prior** to the scheduled Plan Commission meeting (subject to change based on holiday schedules; see online submittal deadline schedule for exact submittal deadline dates). Plan Commission meetings are held on the second Thursday of each month at 6:00 p.m. at Village Hall. The four-week (submittal requirement allows the Village time to review the application, obtain additional information from you, and set up the required public hearing. All property owners within 300' of the subject property will be sent a notice of the public hearing.

**Step 3: Pay a \$190 application fee.** The fee is collected to offset the cost of publishing required legal notices in the local newspaper and the cost of sending required mailings to neighboring property owners.

**Step 4: Complete and return the Reimbursement Agreement.**

The Village Planner, the Village's consulting Engineer, the Village Attorney, and any other professionals engaged by the Village to review/evaluate/comment on your proposal may bill the Village for their services/expenses. These costs will be passed back through for reimbursement to the applicant and/or property owner. Any fees not paid will be placed on the real estate tax bill of the property that corresponds to the incurred services.

**Step 5:** If your conditional use request is approved, a document will be prepared that contains the approval conditions. That document is required to be signed by the applicant, the property owner, and the Village. It will then be recorded in the Waukesha County Register of Deeds office. The cost for recording will be billed to the applicant.

**Please note:** Multiple Plan Commission meetings are sometimes required prior to final project approval.



# CONDITIONAL USE GRANT APPLICATION FORM

Fee \$190

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## PROPERTY / PROPERTY OWNER INFORMATION

Property Address: \_\_\_\_\_ Tax Key: PWV \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Zoning of Property: \_\_\_\_\_

## APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Applicant Phone #: \_\_\_\_\_

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

Applicant Email: \_\_\_\_\_

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

Business Name, If applicable: \_\_\_\_\_

FEIN, if applicable: \_\_\_\_\_

Description of Proposed Use (Restaurant/Retail/Office) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## DIRECTIONS / NOTES—See page 4 for specific items required

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 include the following required items with this application:**

- 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. Completed Professional Services Reimbursement Form
- 4. Signatures on page 3
- 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.

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**Property Owner Printed Name**

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**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.

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**Applicant's Printed Name**

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**Signature of Applicant**

Return the completed application forms along with the required attachments, **\$190** application fee, and a digital copy of the submittal (plus paper copies if required) to Pewaukee Village Hall, 235 Hickory Street, Pewaukee, WI 53072.

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
exterior building materials and colors	samples of building materials (for presentation to Planning Commission)
	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	



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## PROFESSIONAL SERVICES REIMBURSEMENT AGREEMENT

### PROPERTY INFORMATION

Property Address: \_\_\_\_\_ Tax Key: PWV \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### RESPONSIBLE PARTY INFORMATION - *All invoices will be mailed to this address.*

Business Name: \_\_\_\_\_ FEIN: \_\_\_\_\_

Person Responsible for Payment / Business Contact Name: \_\_\_\_\_

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

Responsible Party / Contact Phone Number: \_\_\_\_\_

Responsible Party / Contact Email Address: \_\_\_\_\_

### AGREEMENT / SIGNATURES - *Property Owner signature is required.*

Pursuant to the Village of Pewaukee [Code of Ordinances Sec 40.116\(b\)](#), 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 or other expert consultants are retained by the Village in order to complete a proper project review 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 Treasurer shall charge those service fees incurred by the Village to the applicant/property owner. 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.

By signing this form, 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 staff or other expert consultants retained by the Village in order to complete a proper project review 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. 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.**

Property Owner Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Date Received: \_\_\_\_\_