



Business Site Plan Submittal Requirements

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:

[Village of Pewaukee Site Plan Requirements](#)

2. Contact the Village Planner ([Contact Information](#)) to discuss your application and determine whether to proceed with a Plan Commission Consultation or move directly to a request for Plan Commission Business Site Plan approval.

Please Note: The consultation process is intended to allow applicants an opportunity to conceptually discuss their plans with 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 along with a [Consultation Application](#).

3. Submit a fully completed application (attached below) along with a digital copy of all attachments you wish to have considered by the Plan Commission, including:
 - Cover Letter/Narrative including the following (if applicable):
 - Proposed use of the property
 - Existing use of the property
 - Operational information on the business (if applicable) such as hours of operation and work outside/inside of a facility
 - How the proposed site layout/structures relate to the proposed use
 - Anticipate effects of the proposed use on adjacent / surrounding properties
 - One (1) set of plans (drawn to scale) sufficient in detail to enable the Plan Commission to evaluate your application. Plans should be 11"x17" or less. If providing documents larger than 11"x17", the applicant shall provide eleven (11) printed copies, folded down to 8.5"x11". Examples including but not limited to:
 - Detailed Site Development Plan as described in the attached application
 - Landscaping plans, Sign plans, Architectural plans, Exterior lightning plans
 - See the attached application below for additional information
 - Grading Plan and detailed stormwater drainage plans (if applicable)
 - Completed Reimbursement Agreement pursuant to [40.116\(b\)](#)
 - 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 corresponding property.
4. Application 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) Please see the [Village website](#) for exact submittal dates. Plan Commission meetings are held on the second Thursday of each month at 6:00 p.m. at Village Hall.

Please Note: The four-week submittal requirement allows the Village time to review the application, obtain additional information from you if necessary, and set up the required public hearing.

5. The following Village of Pewaukee Standards for reviewing and approving conditional uses shall apply. The applicant is responsible for demonstrating compliance to these standards and is encouraged to show compliance in their submittal narrative:

[Village of Pewaukee Basis for Approval \(Section 40.438\(c\)\)](#)

1. The proposed uses conform to the uses permitted in that zoning district.

2. The dimensional arrangement of buildings and structures conform to the required area offset, setback and height restrictions of the chapter.
 3. The proposed use conforms to all use and design requirements.
 4. There is a proper relationship between the existing and proposed streets and highways within the vicinity of the project in order to assure the safety and convenience of pedestrian and vehicular traffic.
 5. The proposed buildings, structures and entryways are situated and designed to minimize adverse effects upon owners and occupants of adjacent and surrounding properties by providing for adequate ingress/egress, interior/exterior traffic flow, stormwater drainage, erosion control, grading, lighting and parking, as specified by this chapter.
 6. Natural features of the landscape are retained where they can enhance the development on the site and/or where they furnish a barrier or buffer between the project and adjoining properties.
 7. Appropriate buffering, screening, fencing or landscaping is provided in accordance with this chapter.
 8. Land, buildings and structures are readily accessible to emergency vehicles and persons with disabilities.
 9. The proposed use does not significantly and unreasonably impact groundwater quantity and quality, environment, drainage, the level of transportation service on public streets and/or any other public health, safety and welfare concerns.
 10. The site plan is consistent with the intent and purpose of this chapter, which is to promote the public health, safety and general welfare, to encourage the use of lands in accordance with their character and adaptability, to avoid the overcrowding of populations, to lessen congestion on the public roads and streets, to reduce hazards to life and property and to facilitate existing community development plans.
 11. The site plan is consistent with the public goals, objectives, principles, standards, policies and urban design criteria set forth in the village's adopted master plan.
1. The Village shall review applications for completeness. Incomplete applications and applications submitted without the required documents will not be considered. Upon verification of a full submittal, the Village shall refer the item to the Plan Commission for the next available meeting.

Please Note: Multiple Plan Commission meetings are often required prior to final project approval.

6. The night of the meeting the Plan Commission will review the plan first and may render a decision.

Please Note: The planning commission may require the developer to establish an appropriate paving, erosion control, drainage and/or landscaping escrow account or irrevocable letter of credit to ensure compliance with the approved site plan. The escrow or letter of credit value shall not exceed 125 percent of the improvement cost as estimated by an approved contractor. If the developer does not install the required improvements within one year of the building permit being issued, the escrow or letter of credit shall be used by the Village of Pewaukee along with other legal remedies to construct the required improvements.



BUSINESS SITE PLAN APPLICATION FORM

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

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



PROFESSIONAL SERVICES REIMBURSEMENT AGREEMENT

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

PROPERTY INFORMATION

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Property Address: _____ Tax Key: PWV _____

Property Owner's Name: _____ Phone Number: _____

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

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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.

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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: _____