

**PLANNING COMMISSION APPLICATION CHECKLIST  
COMMERCIAL DEVELOPMENT**

**DETAILED BUSINESS PLAN**

\_\_\_\_\_ Business Operation Plan and list of any partners or principals associated with the applications

**DETAILED SITE PLAN (identify and/or illustrate the following on the plan)**

- |   |  |
|---|--|
| _____ Engineering Scale   | _____ Floodplain and/or wetland boundary                         |
| _____ Location / Vicinity Map   | _____ Sign location  |
| _____ North arrow   | _____ Exterior light location                                    |
| _____ Footprint of dimensioned property lines   | _____ Phasing lines  |
| _____ Existing & proposed buildings   | _____ Floor area ratio   |
| _____ Footprint of existing adjacent buildings  | _____ Open space ratio   |
| _____ Driveway location (approved by Ozaukee Co. Hwy.<br>Comm. For sites located along Pt. Wash. Rd). | _____ Site acreage   |
|   | _____ Sidewalks/pedestrian walkways                              |
| _____ Parking Stalls  | _____ Dumpster / recycling area location (see planning<br>staff) |
| _____ Adjacent public streets   | _____ Ground HVAC and/or utility installations                   |
| _____ Easements   | _____ Fence location   |
| _____ Setback & offset dimensions   |  |
| _____ Pond/detention location   |  |

**DETAILED ARCHITECTURAL PLAN (identify and/or illustrate the following on the plan)**

- |   |  |
|---|--|
| _____ Architectural Scale                                   | _____ Dimensioned building façade sign                           |
| _____ Colored elevations of all sides                       | _____ Exterior utility boxes                                     |
| _____ Buildings Height dimension                            | _____ Exposed HVAC equipment                                     |
| _____ General floor plan dimensions                         | _____ Dumpster / recycling area location (see planning<br>staff) |
| _____ Exterior building material(s) & color(s)              |  |
| _____ Colored rendering / perspective of primary elevations |  |
| _____ Samples of building materials                         |  |
| _____ Building mounted lighting fixtures                    |  |

**DETAILED LANDSCAPING PLAN (identify and/or illustrate the following on the plan)**

- |  |  |
|--|--|
| _____ Landscaping of existing and/or proposed<br>landscaping                   | _____ Species of plantings                                       |
| _____ Size of plantings at installation  | _____ Dumpster / recycling area location (see planning<br>staff) |
| _____ Calculation confirming Zoning Code compliance w/<br>landscaping standard |  |
| _____ Conformance w/ Tree Preservation Policy Manual                           |  |
| _____ Landscape escrow prior to building permit                                |  |

**SIGNAGE PLAN (identify and/or illustrate the following)**

- \_\_\_\_\_ Colored and to-scale drawing of freestanding and/or façade signs
- \_\_\_\_\_ Sign specifications and color (wattage, materials, dimensions)
- \_\_\_\_\_ If building wall sign, provide elevation (to-scale) showing location of sign

**EXTERIOR LIGHTING (identify and/or illustrate the following)**

- |                          |  |
|--------------------------|--|
| _____ Fixture Cut Sheets | _____ Iso Footcandle lighting dispersion plan<br>(recommended) |
|--------------------------|--|

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\_\_\_\_\_ *Three (3) copies of D-size plans must be submitted with application. During the week prior to the Planning Commission meeting, applicant must turn in an electronic (PDF format) document, including a set of plans and all other submitted information. This shall include color elevations and a color rendering of the most publicly visible facade(s) and color elevations of the proposed signage. Failure to submit information will result in the item being removed from the agenda.*