



11333 N. Cedarburg Rd 60W
Mequon, WI 53092-1930
Phone (262) 236-2921
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www.ci.mequon.wi.us

INSPECTION DIVISION

2017 ARCHITECTURAL BOARD SCHEDULE

Architectural Board Deadline – 12:00 Noon

December 22, 2016
January 30, 2017
February 27, 2017
March 27, 2017
April 24, 2017
May 30, 2017
June 26, 2017
July 31, 2017
August 28, 2017
September 25, 2017
October 30, 2017
November 27, 2017

Architectural Board Meeting – 6:30 pm

January 9, 2017
February 13, 2017
March 13, 2017
April 10, 2017
May 8, 2017
June 12, 2017
July 10, 2017
August 14, 2017
September 11, 2017
October 9, 2017
November 13, 2017
December 11, 2017



ARCHITECTURAL BOARD
BUILDING PERMIT APPLICATION CHECKLIST

The following is a list of the required information, which is necessary for the application to be placed on the ARCHITECTURAL BOARD AGENDA. If any of the items listed below have not been included in the submittal, the submittal will be considered incomplete and the building permit application will not be placed on the ARCHITECTURAL BOARD AGENDA.

The following items and application fee of \$116 New Construction / \$104 for Additions, Alterations & Accessory Buildings, are required by 12:00 noon on the Monday two weeks preceding the board meeting, for the applicant to be placed on the ARCHITECTURAL BOARD AGENDA. The Board meeting is held on the 2nd Monday of every month at 6:30 PM at Mequon City Hall. **Agendas must have a minimum of 4 items and a maximum of 15 items. IT IS MANDATORY THAT A REPRESENTATIVE IS IN ATTENDANCE.**

THE FOLLOWING ARE REQUIRED FOR REVIEW BY THE BOARD

NO REVERSED PLANS ACCEPTED

- 3 - Sets of drawings to ¼ inch scale on 24" x 36" maximum size sheets.
- Elevation drawings of all sides with materials labeled.
- Dimensioned foundation plan.
- Dimensioned floor plans; 1st, 2nd, etc. **including window and door sizes.**
- 3 - Sets of color photos of existing home for additions or storage structures.
- Plans as submitted comply with the subdivision deed restrictions or declaration of covenants.
- Site survey: 3 - Copies drawn to scale of 1 inch equals 40 feet of site survey. (If greater scale shows detail). Show distances from front, rear and side property lines. For additions an existing survey may be used.
- Completed City of Mequon Building Permit Application.

ITEMS TO BE HANDED OUT AT TIME OF APPLICATION

- | | |
|---|--|
| <input type="checkbox"/> Guidelines Handout | <input type="checkbox"/> Erosion Control Handout |
| <input type="checkbox"/> Culvert Handout (Call for Appointment) | <input type="checkbox"/> Information Handout |

FOR NEW CONSTRUCTION OF 1 & 2 FAMILY RESIDENCES AND ADDITIONS

(MUST BE SUBMITTED BEFORE PERMIT WILL BE ISSUED)

- Heat loss calculations to be submitted before permit will be issued for additions on residences built after 1980 and all new construction.
- Sites served by private onsite wastewater treatment systems (POWTS) shall obtain an evaluation from the Department of Land & Water Management 262-238-8270.
- Well location is to be shown on survey for additions.
- Complete set of structural plans and **wind bracing plans.**
- A fully dimensioned floor plan of all living areas plus the basement.
 - Max size paper 11 x 17 - note room locations and square footage of living area - required for new construction only.
- Stake out survey - 3 copies - required for new construction only.
- Grading plan in conformance with the Master Grading Plan for the subdivision or maintaining the existing overall drainage pattern. Contours must be shown at a minimum of 1' with spot elevations as required to show proper drainage. The proposed finished floor or top of block and lookout or walkout elevations must be included as applicable.
- Completed Wisconsin Uniform Building Permit Application - required for new homes only.

Signature _____



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INSPECTION DIVISION

Building Permit Application

Date Issued: _____ Permit Number: B- _____
Tax Key No: _____
 One & Two Family Commercial

PROJECT ADDRESS _____

Subdivision _____ Lot Number _____

Permit for _____ Cost _____

Square Footage under construction: 1st floor _____ 2nd floor _____ Addition _____ Basement _____

PROPERTY OWNER _____

Address _____ City _____ Zip _____

Home Phone Number _____ Cell Number _____

Email Address _____

Is Property on City Sewer? _____ Zoning _____

CONTRACTOR _____ ARCHITECT _____

Address _____ City _____ Zip _____

Office Number _____ Cell Number _____

Email Address _____

State Dwelling Contractor Number _____ Expiration Date _____

State Qualifier Number _____ Expiration Date _____

City use only:

Floodway Y N	Flood Fringe Y N	<input type="checkbox"/> Tree Inspection	<input type="checkbox"/> Flow Sheet	<input type="checkbox"/> Stake Out Survey	<input type="checkbox"/> Culvert
Arch. Board # _____	Building Fee _____	Zoning Approval _____			
Arch. Board Fee _____	Inspection Deposit _____	Sanitary Permit # _____			
Check # & Date _____	Impact Fee _____	Check/Receipt # _____			
	Total Fee _____				

It is hereby agreed between the undersigned, as owner, his agent or servant, and the City of Mequon, for and in consideration of the premises and of the permit to construct, erect, alter or install and the occupancy of building as above described, to be issued and granted by the City Building Inspector, and that the work thereon will be done in accordance with the description herein set forth in this statement, and as more fully described in the specifications and plans herewith filed; and it is further agreed to construct, erect, alter or install and occupy in strict compliance with the ordinances of the City of Mequon, and to obey any and all lawful orders of the City Building Inspector of the City of Mequon, made or issued pursuant to the provision of the Zoning ordinances of the City of Mequon.

Signature of Applicant: _____ Owner/Contractor
(If owners signature, I acknowledge that I have read and understand the cautionary statement)

Print Name: _____ Owner/Contractor

Date: _____

Rev. 1/2/16



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INSPECTION DIVISION

Name: _____

Application #: _____

MEQUON ARCHITECTURAL BOARD GUIDELINES FOR RESIDENTIAL STRUCTURES

The goal of the City of Mequon and its Architectural Board is the protection and enhancement of the beauty, appeal and value of the City's housing. While aesthetics to some extent are a matter of personal preference, building exteriors are also part of the public realm and affect the overall ambience of the community. The Board has, out of its long experience in reviewing design proposals, identified a number of recurrent issues and themes for which it is felt that guidelines are appropriate. There are enduring principles and themes, which will help insure harmonious, balanced, compatible and neighborhood-enhancing residential development. In applying these guidelines, the Board exercises judgment and discretion in looking for excellence in design.

In an effort to assist the home designer/builder, the principals and standards by which the Architectural Board will review designs and plans are set forth below.

Zoning Requirements

The Building Inspection department will review the plans for compliance with the dimensional and other technical requirements of the zoning and building codes. This will include the critical dimensions of the proposed structure, i.e., building height, setbacks and side offsets; lot coverage, and minimum square footage.

General

The several elevations of the home must be consistent with one another and compatible with existing homes in the neighborhood and the natural features of the lot and surroundings in order to avoid disharmony and the appearance of haphazard development. City of Mequon Code of Ordinances Sec. 58-40(c)(1).

A proposed dwelling should not be so similar in design, materials, style or exterior appearance to existing neighboring homes that excessive monotony is created. City of Mequon Code of Ordinances Sec. 58-40(c)(2).

Siting of the home on the lot should not impair the lot's natural beauty; it must respect the physical attributes of the lot and of the neighborhood. One must attempt to eliminate or minimize loss of trees and vegetation, or alteration of natural topography. City of Mequon Code of Ordinances Sec. 58-40(c)(4) and 58-641.

Submission Requirements

The following are required to be submitted to the Inspections office at City Hall prior to the design proposal being placed on the Architectural Board agenda:

- Application form;
- Scale and dimension drawings;
 - For addition plans, the addition must be highlighted on the drawings to easily distinguish it from the existing structure;
 - All elevations must show accurate dimensions and a clear description of proposed materials;
- Site plan, including driveway if applicable;
- For additions, 3 sets of photographs of the existing structure which show the area of the home at which the addition is proposed.

Roof Geometry

The minimum acceptable roof pitch will be 6/12; however, it is recommended that roofs be pitched more steeply, at 8/12. Generally, all roof pitches on a dwelling should be the same.

All roof designs will be reviewed as they relate to the overall design of the home.

Size, Proportions, and Scale

Certain zoning code standards, relating to minimum square footage and maximum lot coverage, regulate the size of a proposed structure. However, the Architectural Board is also concerned with the size of a proposed home. It is conceivable that a proposed structure will conform to the technical dimensional provisions of the zoning code, and yet be objectionable from an aesthetic standpoint.

The Architectural Board will evaluate the proposed dwelling's size, placement and orientation in relation to:

- Neighboring homes;
- The lot, including its shape, and other natural features.

Equally important are the proportions and scale of the proposed structure.

Consistency of Elevations

All sides of the structure should exhibit design continuity. Where brick, stone or stucco is used together with cedar on the front elevation, and the brick, stone or stucco is the predominant material, roughly the same proportion of veneer and cedar should be designed into the other elevations affecting an architecturally correct balance.

A design which incorporates an accent material such as stone, brick or stucco on the front elevation only, may be permitted if it is used sparingly and only to establish a focal point of interest to the design of the structure.

Houses which feature shutters or divided lite windows as design elements should have them on all four elevations. When a specific style or design of window or trim is presented on one elevation, it should be repeated on all elevations, including the garage.

The fact that there are no adjacent neighbors or that the property is or will be bordered by trees or berm does not diminish the need for continuity on all elevations of the structure.

Painted flues, vents, gutters, downspouts, flashing and the like are encouraged to match the color of the architectural component from which they project.

Building Façade

It is important that exterior details such as shutters, corner boards, quoins, cupolas, wing walls, cornice returns, gable vents, fanlights, wide trim boards, lintels, sills, cornices, etc., be designed into the plans together with the other design features.

The design should incorporate the use of strong vertical and/or horizontal reveals, offsets, and three-dimensional detail between surface planes to create shadow lines and break up flat surface areas. If large blank surfaces are proposed, they should serve some compelling design purpose, and the design should incorporate mitigating features to enrich the appearance of the structure and provide a sense of scale at ground level that is inviting to the observer.

Enhancements such as masonry treatments must not terminate at an outside corner. Window and other trim treatments should be consistent on all elevations. Compatible framing, sills, lintels and keystones should be employed.

The size and location of windows and doors should be balanced and consistent on each elevation, and this should be borne in mind when placing windows in rooms.

Materials

All natural building materials are strongly encouraged. Synthetic siding/trim materials will be considered based upon quality and appearance.

Acceptable roofing materials include:

- Cedar shake
- Slate
- Fiberglass shingles
- Concrete shingles
- Tile
- Dimensional asphalt shingles

Masonry chimneys will generally be required. Cedar chimneys may be considered if integral to the design of the structure, and compatible with surrounding homes.

Additions

The design, scale, architectural features, and materials for an addition must be closely tied to and reflective of the existing structure. As with new construction, addition designs require submission of scale drawings with dimensions and materials conspicuously noted. One set of photos of the existing house must be submitted with the working drawings of the addition. (See Submission Requirements above.)

Storage Sheds and Detached Accessory Structures

The size of storage sheds must reflect residential usage, not that of a commercial application.

Materials must be compatible with those of the residence. Generally, metal sheds are strongly discouraged.