

PLANNING COMMISSION APPLICATION
 City of Mequon, 11333 North Cedarburg Road 60W, Mequon, WI 53092
www.ci.mequon.wi.us
 Phone: (262) 236-2904 Fax: (262) 242.9655

LOCATION OF PROPERTY:

(or attach legal description)

OWNER:

Address: _____
 City: _____
 Zip: _____
 Phone: (_____) _____
 Fax: (_____) _____
 Email: _____

I, _____,

(owners signature)

hereby authorize the aforementioned agent to represent my interest in this matter.

AGENT:

Address: _____
 City: _____
 Zip: _____
 Phone: (_____) _____
 Fax: (_____) _____
 Email: _____

- In addition to submitting the technical plan information required by state and local code, the applicant shall submit the information as listed on the "Application Checklist"
- Only complete applications, as determined by the Community Development Department staff, will be scheduled for Planning Commission meetings (please see attached Planning Commission Schedule)
- Please contact Jac Zader at 262.236.2904 regarding submittal requirements and the Planning Commission process

OFFICE USE ONLY:

Tax Key: _____
 Section: _____ Range: _____
 Zoning: _____ District: _____
 Fee Paid Date: _____ Amt: _____
 Application: _____
 Receipt No: _____
 Agenda Date: _____
 Map: _____ Address List: _____
 Agenda: _____ Access: _____
 Folder: _____
 Green Cards: _____
 News Graphic (if applicable) _____
 Approval Date: _____

TYPE OF REVIEW REQUESTED:

- ___ (RR) Rezoning Recommendation
- ___ (CUG) Conditional Use Grant or Amendment
- ___ (BSP) Building / Site Planning or Amendment
- ___ (BOA) Board of Appeals
- ___ (CCD) Consultation
- ___ (MR) Minor Request :
 - ___ Accessory Structure +1000sf
 - ___ Specimen Tree Removal
 - ___ Sign Waiver
 - ___ Setback Waiver
 - ___ Fill Permit
- ___ (MSP) Master Sign Plan
- ___ (SCC) Subdivision / Condo Concept
- ___ (PP) Preliminary Plat or ___ (FP) Final Plat
- ___ (DA) Development Agreement
- ___ (MLD) Minor Land Division = CSM approval
- ___ Other: _____

DESCRIPTION OF REQUEST:

Applicant's Signature:

Date: _____

(Signature grants the City of Mequon permission to conduct reasonable and routine inspections of the property.)



11333 N. Cedarburg Rd 60W
Mequon, WI 53092-1930
Phone (262) 236-2938
Fax (262) 242-9655

www.ci.mequon.wi.us

ENGINEERING

MEMORANDUM

TO: Planning Commission Applicants

FROM: Kristen Lundeen, PE, Engineering Services Manager

DATE: April 18, 2013

SUBJECT: Planning Commission Applicants Fee and Various Inquires

As of January 1, 2010, the City has instituted the policy of charging all Planning Commission applicants and inquiries an hourly fee for time expended, by the City Engineering Department or its consultants and in all capacities, for items passing through the Planning Commission approval process. The consultant fee is charged at a base rate of \$100.00/hour with a minimum time increment of 15 minutes charged for a request of any duration. The Engineering Department hourly rate is \$100.00/hr.

The person with signing authority should complete the information below and return to the City's Engineering Department. This memorandum must be submitted to the City prior to any efforts by the City or its consultants.

Your signature below confirms your recognition of these fees and agreement to pay.

COMPANY/ORGANIZATION: _____

APPLICANT'S SIGNATURE: _____

APPLICANT'S PRINTED NAME: _____
(CLEARLY)

MAILING ADDRESS: _____

DATE: _____

PLANNING COMMISSION APPLICATION FEES

1. REZONING PETITION	PLANNING: \$1,275	
2. CONDITIONAL USE GRANT PETITION	PLANNING: \$717	
3. BUILDING SITE PLAN APPROVAL	PLANNING: \$717	
4. BOARD OF APPEALS	CITY CLERK: \$215 PLANNING: None TOTAL: \$215	
5. CONSULTATION	PLANNING: \$398	
6. MINOR REQUESTS	PLANNING: \$199	
7. SUBDIVISION/CONDO CONCEPT APPROVAL*	PLANNING: \$857	
8. SUBDIVISION/CONDO PRELIMINARY PLAT APPROVAL*	PLANNING : \$857	
9. DEVELOPMENT AGREEMENT*	PLANNING: \$558	
10. FINAL PLAT APPROVAL*	PLANNING: \$757	
11. LAND DIVISIONS (Concept/Preliminary/Final)	PLANNING: \$657	
12. EROSION CONTROL PERMITS	ENGINEERING FEES ONLY:	Residential: \$544 + \$5/lot or unit Non-residential: \$109/AC disturbed + \$5 ea. additional AC
13. FILLING PERMITS	ENGINEERING FEES ONLY:	0-250 cu. yd. - \$60 251-1000 cu. yd. - \$120 1001-5000 cu. yd. - \$240 5001-10,000 cu. yd. - \$360 Over 10,001 cu. yd. - \$480
14. FLOODPLAIN LETTERS	ENGINEERING FEES ONLY:	\$66
15. HOLDING TANK APPLICATIONS	ENGINEERING FEES ONLY:	Bond: \$500 Administration/Recording: \$147 TOTAL: \$647
16. NEW SIGN FEE	PLANNING: \$100	
17. ANNUAL SIGN PERMIT	PLANNING: \$25	
18. SPECIAL EVENT BANNER PERMIT	PLANNING: \$25	
19. BANNER PERMIT VIOLATION FEE	PLANNING: \$25	
20. LANDSCAPE ARCHITECT REVIEW FEE		\$200
21. PUBLIC NOTIFICATION FEE	PLANNING FEE ONLY	\$50
22. ZONING NOTIFICATION FEE	PLANNING FEE ONLY	\$50

GIS Related Map Fees

.5x11	11x17	18x24	24x36	36x48	42x60
\$2.50	\$3.75	\$7.50	\$15.00	\$30.00	\$43.75

Custom Size: \$2.50/sq ft

Community Development, normal hourly labor charge: \$80.00

Staff time spent over 10 hours on any of the above applications will be additionally billed at a rate of \$80/hour.

Note 1:

An initial landscape architecture review fee of \$200.00 will be charged for all applications requiring landscape review.

Additional charges may be incurred for subsequent plan reviews.

Note 2:

A public notification fee of \$50 for each public meeting will be charged.

This fee pays for the costs of notification to all properties within a quarter mile of the subject property.

***ADDITIONAL CHARGES WILL BE ASSESSED
FROM THE ENGINEERING DEPT. FOR CONSTRUCTION
REVIEW AND INSPECTION SERVICES**

****CONSULTANT FEE BILLED AT \$80.00/HOUR, BILLED MONTHLY**

**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.
Comm. For sites located along Pt. Wash. Rd). | _____ Site acreage |
| | _____ Sidewalks/pedestrian walkways |
| _____ Parking Stalls | _____ Dumpster / recycling area location (see planning
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
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
landscaping | _____ Species of plantings |
| _____ Size of plantings at installation | _____ Dumpster / recycling area location (see planning
staff) |
| _____ Calculation confirming Zoning Code compliance w/
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
(recommended) |
|--------------------------|--|

_____ *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.*

**PLANNING COMMISSION APPLICATION CHECKLIST
MINOR LAND DIVISION**

_____ Project description

CERTIFIED SURVEY MAP (identify and/or illustrate the following on the plan)

_____ Recording property title and/or name
_____ Property location
_____ General location sketch
_____ Date, Graphic Scale & North Arrow
_____ Names / addresses of owner(s), sub-divider, land surveyor
_____ Entire area contiguous to the proposed plat
_____ Dimensions of proposed lot lines
_____ Area of proposed lots
_____ Footprint of buildable area of each lot
_____ Are any of the following public improvements required as part of the land division development:

1. Public road
2. Sewer
3. Water

_____ Exterior boundaries of proposed certified survey map
_____ Proposed streets and public rights-of-way
_____ Adjacent public streets
_____ Existing and proposed landscaping
_____ Existing and proposed wetland
_____ Dimensions of sites to be reserved or dedicated
_____ Location of soil boring tests
_____ Location of soil percolation tests
_____ Utility easements for sewer, water and other facilities
_____ Location, size and invert elevation of any existing sanitary or storm sewers, culverts and drainpipes
_____ Existing boundary lines, structures, drives, streams and watercourses, wooded areas, railroad tracks, etc.

TOPOGRAPHY MAP (identify and/or illustrate the following on the plan)

_____ Existing and proposed contours at vertical intervals

_____ *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.*

**PLANNING COMMISSION APPLICATION
ENGINEERING DEPARTMENT CHECKLIST**

DETAILED SITE PLAN

- | | |
|---|---|
| _____ Engineering Scale | _____ Grading / drainage existing & Proposed @
two foot contours |
| _____ Date on Plan | _____ Erosion Control Plan |
| _____ Location / Vicinity map | _____ Storm Water Management Report |
| _____ North Arrow | _____ Floodplain &/or wetland boundary |
| _____ Footprint of Dimensioned property lines | _____ Sign Location |
| _____ Existing & proposed buildings | _____ Exterior Light Location |
| _____ Driveway location (existing & proposed) curb cuts | _____ Floor Area Ratio |
| _____ Median Location | _____ Open Space Ratio |
| _____ Parking Stalls | _____ Site Acreage |
| _____ Adjacent public streets w/ names & R/W | _____ Sidewalks / Pedestrian Walkways |
| _____ Easements | _____ Dumpster / recycling area location
(see PC Staff) |
| _____ Setback & offset dimensions | _____ Ground HVAC and/or utility installations |
| _____ Pond/detention location | _____ Fence location |
| _____ Sanitary Sewer, existing & Proposed | _____ Existing Trees |
| _____ Water main | _____ Traffic Study |
| _____ Storm Sewer | _____ Groundwater Study |
| _____ Phasing limits | |

BUILDING SITE PLAN APPROVAL

- | | |
|--|--|
| _____ Description of proposed project | _____ Storm water management plan & report |
| _____ Owners name, address | _____ Existing & Proposed topography (2 foot
intervals) |
| _____ Site plan, dimensioned | _____ Site access, driveway, curb cut median |
| _____ Plan date | _____ Easements |
| _____ Building footprint | _____ Right-of-way |
| _____ Parking Dimensions | _____ Roadway public or private, State or County |
| _____ Building setbacks, offsets | _____ Existing landscape |
| _____ Sanitary sewer, storm sewer, existing & proposed | _____ Wetland delineation |
| _____ Water supply - City Water, Private well,
existing or proposed | _____ Traffic Study |
| _____ Grading, drainage, erosion control plans | _____ Floodplain |
| | _____ Engineering Scale |
| | _____ North Arrow |

RESIDENTIAL - CONSULTATION / CONCEPT PLAN

- | | |
|--|---|
| _____ Owners name, address, phone number | _____ Size of Lot |
| _____ Description of project | _____ Footprint of buildable area for each lot |
| _____ Name of project | _____ Location of existing and proposed
landscaping |
| _____ Property location | _____ Locate natural features, pond, streams |
| _____ Plan layout | _____ Wetland or floodplain delineation |
| _____ Date, scale, north arrow | _____ Existing zoning proposed and adjacent
to development |
| _____ Lot dimensions | _____ Locate existing utilities, sanitary, water
storm sewer |

PRELIMINARY PLAT

- | | |
|--|--|
| _____ Exact length & bearings of exterior boundaries
referenced to a section corner | _____ Location, size & invert elevation of existing
sanitary or storm sewers, culverts, catch
basins, manholes, hydrants |
|--|--|

PRELIMINARY PLAT (continued)

- | | |
|--|--|
| <input type="checkbox"/> Existing & proposed Contours at 2 foot vertical intervals | <input type="checkbox"/> Location of all existing prop. boundaries |
| <input type="checkbox"/> Water elevations for adjoining lakes, streams, data of survey & approx. high and low water levels | <input type="checkbox"/> Lot dimensions & size |
| <input type="checkbox"/> Floodway, flood fringe & wetland boundaries | <input type="checkbox"/> Outlot locations & size |
| <input type="checkbox"/> ROW, width & name of existing & proposed streets | <input type="checkbox"/> Existing zoning on & adjacent to the proposed subdivision |
| <input type="checkbox"/> Type, width & elevations of existing streets | <input type="checkbox"/> Soil types, slope & boundaries |
| <input type="checkbox"/> Location & names of adjacent subdivisions | <input type="checkbox"/> Location of soil boring tests w/ reports |
| | <input type="checkbox"/> Footprint of buildable areas for each lot |

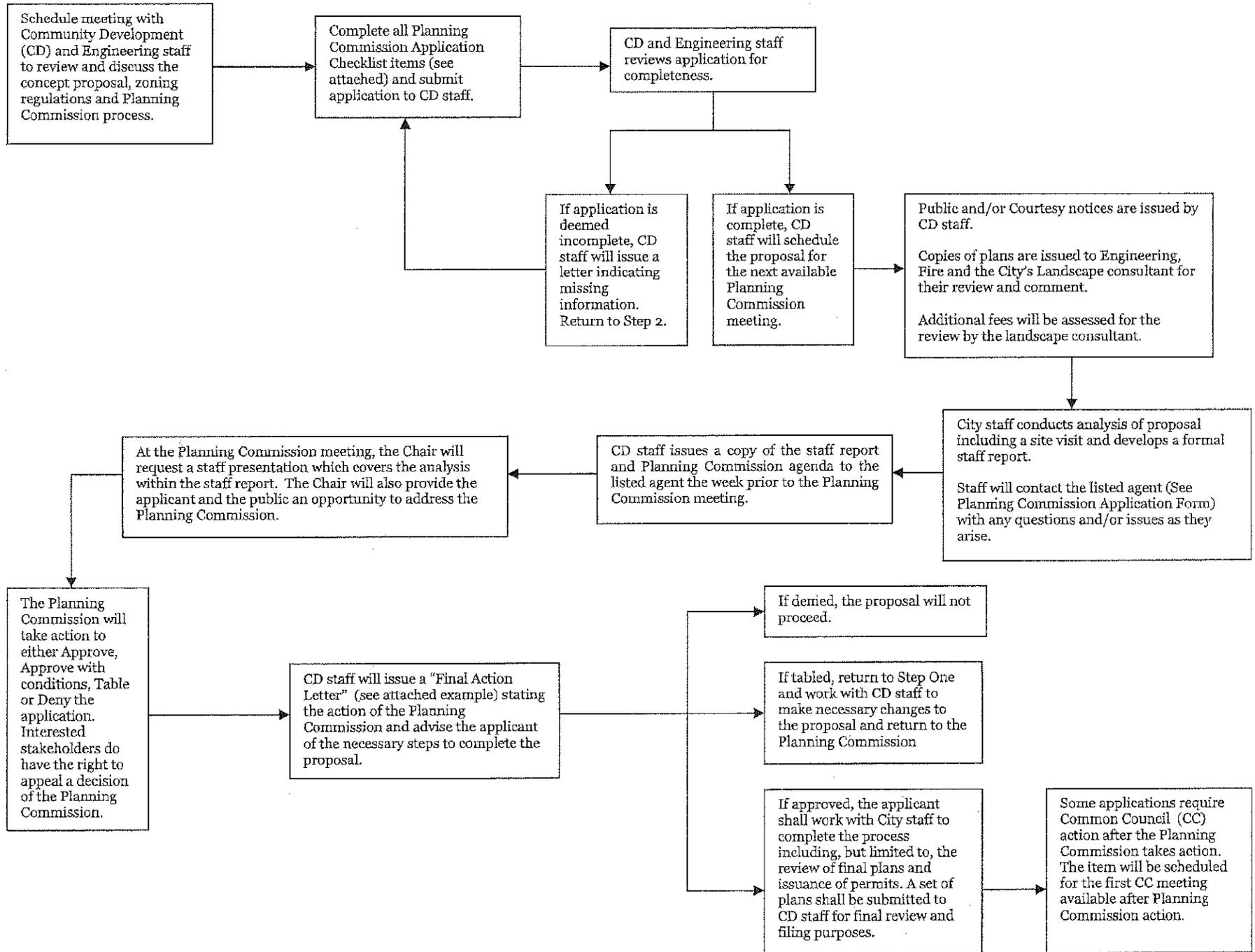
LAND DIVISIONS

- | | |
|--|--|
| <input type="checkbox"/> Certification survey map (CSM) dimensions, bearings, site | <input type="checkbox"/> Easements (driveway / utilities) |
| <input type="checkbox"/> Narrative legal description | <input type="checkbox"/> Wetland delineation |
| <input type="checkbox"/> Road right-of-way dedication | <input type="checkbox"/> Water supply (private well, City Water) |
| <input type="checkbox"/> Soil test reports if in unsewered area | <input type="checkbox"/> Access STH, County, City |
| <input type="checkbox"/> Demonstrate how property will be served by sanitary sewer | <input type="checkbox"/> Maintenance agreement for shared driveway |
| | <input type="checkbox"/> Maintenance agreement for sanitary sewer |

FINAL SUBDIVISION PLAT APPROVAL

- | | |
|---|---|
| <input type="checkbox"/> Sanitary Sewer | <input type="checkbox"/> Street signs installed (Paid by developer, installed by City) |
| <input type="checkbox"/> Sewer division certification | <input type="checkbox"/> Street trees installed |
| <input type="checkbox"/> Completion of punch list | |
| <input type="checkbox"/> Manhole adjusting rings | |
| <input type="checkbox"/> Water Distribution | <input type="checkbox"/> Fees, Letters & Credits |
| <input type="checkbox"/> Mequon City Water Approval Letter | <input type="checkbox"/> Asphalt surface |
| <input type="checkbox"/> Completion of punch list | <input type="checkbox"/> Drainage |
| <input type="checkbox"/> Hydrant markers | <input type="checkbox"/> Street trees |
| | <input type="checkbox"/> Restoration |
| <input type="checkbox"/> Grading and Drainage | |
| <input type="checkbox"/> Grading certification, lot grades, ditches & detention ponds | <input type="checkbox"/> Park & open space fees ___ lots or units at \$600.00/lot or unit = \$ ____. |
| <input type="checkbox"/> Completion of punch list | <input type="checkbox"/> Sanitary sewer connection fee ___ lots or units at \$200.00/lot or unit = \$ ____. |
| <input type="checkbox"/> Roadway | <input type="checkbox"/> Special assessments |
| <input type="checkbox"/> Binder installed | <input type="checkbox"/> Outstanding invoices |
| <input type="checkbox"/> Gravel shoulders | <input type="checkbox"/> Final plat full scale & 200 scale reduction |
| <input type="checkbox"/> Inspection punch list | <input type="checkbox"/> Asbuilts |
| <input type="checkbox"/> Submittal of driveway culvert plan | <input type="checkbox"/> Pond maintenance agreement |
| | <input type="checkbox"/> Electronic subdivision file |
| <input type="checkbox"/> Erosion Control | |
| <input type="checkbox"/> Silt fence installed & maintained | |
| <input type="checkbox"/> Exposed areas, topsoiled, seeded & mulched | |
| <input type="checkbox"/> Lot corners installed | |
| <input type="checkbox"/> Lien waivers submitted for all contractors | |
| <input type="checkbox"/> Material suppliers & materials | |

PLANNING COMMISSION APPLICATION PROCESS





11333 N. Cedarburg Rd 60W
Mequon, WI 53092-1930
Phone (262) 242-3100
Fax (262) 242-9655
Web www.ci.mequon.wi.us

DEPARTMENT OF COMMUNITY DEVELOPMENT

April 7, 2004

“Example – Action Letter”

Lakeside Development
1111 W Lakeside Road
Mequon WI 53092

Mr. Lakeside;

At their April 5, 2004 meeting, the Planning Commission took the following actions regarding the building and site plan review for the property located at 11209 N Cedarburg Road:

Approve the building and site plan review based on the following condition(s):

1. Compliance with the landscape architect's comments and staff review and approval of greater plant density between the road and canopy area.
2. Staff field review and approval of the proposed lighting fixtures and a determination that fixtures would not create excessive glare. Additionally, conformation of the type of lighting to be used in the pole lights.
3. Consideration of eliminating the lighting within the canopy and replacing with an indirect lighting system for the canopy.
4. The amount and location of outdoor storage is subject to staff approval. Staff approved outside storage/display shall be valid for one year. The applicant will return after one year for Planning Commission review and extension of the outside storage.
5. Outdoor storage along the building façade shall not extend beyond the height of the lower edge of the windows.
6. Compliance with the WE Energies franchise agreement for water service.
7. The applicant shall submit plans for the driveway alterations and storm sewer connection to Jeff Volz with the Department of Transportation for his review and approval.
8. The applicant shall contact Scott Daniel for an Erosion Control permit.
9. Construction access is restricted to the Mequon Road driveway.
10. The applicant shall submit the plans, specifications and manufacturers maintenance requirements for the Vortech Water Treatment System. Engineering staff will prepare the maintenance reporting process that shall be submitted to the City.

Official meeting minutes will be sent to you when approved by the Planning Commission. Please advise staff when you are ready to proceed. Building permits shall be issued within one year of this approval (April 5, 2005). If you have any questions please contact our office.

Sincerely,
Kimberly Tollefson, Assistant Director
Community Development and Planning Department