

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
- ___ (SGC) 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) 242-9666

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 Inquiries

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)

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

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

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

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

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

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)

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

_____ *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)

- | | |
|--|---|
| <p>_____ Recording property title and/or name</p> <p>_____ Property location</p> <p>_____ General location sketch</p> <p>_____ Date, Graphic Scale & North Arrow</p> <p>_____ Names / addresses of owner(s), sub-divider, land surveyor</p> <p>_____ Entire area contiguous to the proposed plat</p> <p>_____ Dimensions of proposed lot lines</p> <p>_____ Area of proposed lots</p> <p>_____ Footprint of buildable area of each lot</p> <p>_____ Are any of the following public improvements required as part of the land division development:</p> <ol style="list-style-type: none"> 1. Public road 2. Sewer 3. Water | <p>_____ Exterior boundaries of proposed certified survey map</p> <p>_____ Proposed streets and public rights-of-way</p> <p>_____ Adjacent public streets</p> <p>_____ Existing and proposed landscaping</p> <p>_____ Existing and proposed wetland</p> <p>_____ Dimensions of sites to be reserved or dedicated</p> <p>_____ Location of soil boring tests</p> <p>_____ Location of soil percolation tests</p> <p>_____ Utility easements for sewer, water and other facilities</p> <p>_____ Location, size and invert elevation of any existing sanitary or storm sewers, culverts and drainpipes</p> <p>_____ Existing boundary lines, structures, drives, streams and watercourses, wooded areas, railroad tracks, etc.</p> |
|--|---|

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

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

BUILDING SITE PLAN APPROVAL

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

RESIDENTIAL - CONSULTATION / CONCEPT PLAN

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

PRELIMINARY PLAT

- | | |
|---|---|
| <input type="checkbox"/> Exact length & bearings of exterior boundaries
referenced to a section corner | <input type="checkbox"/> 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 |

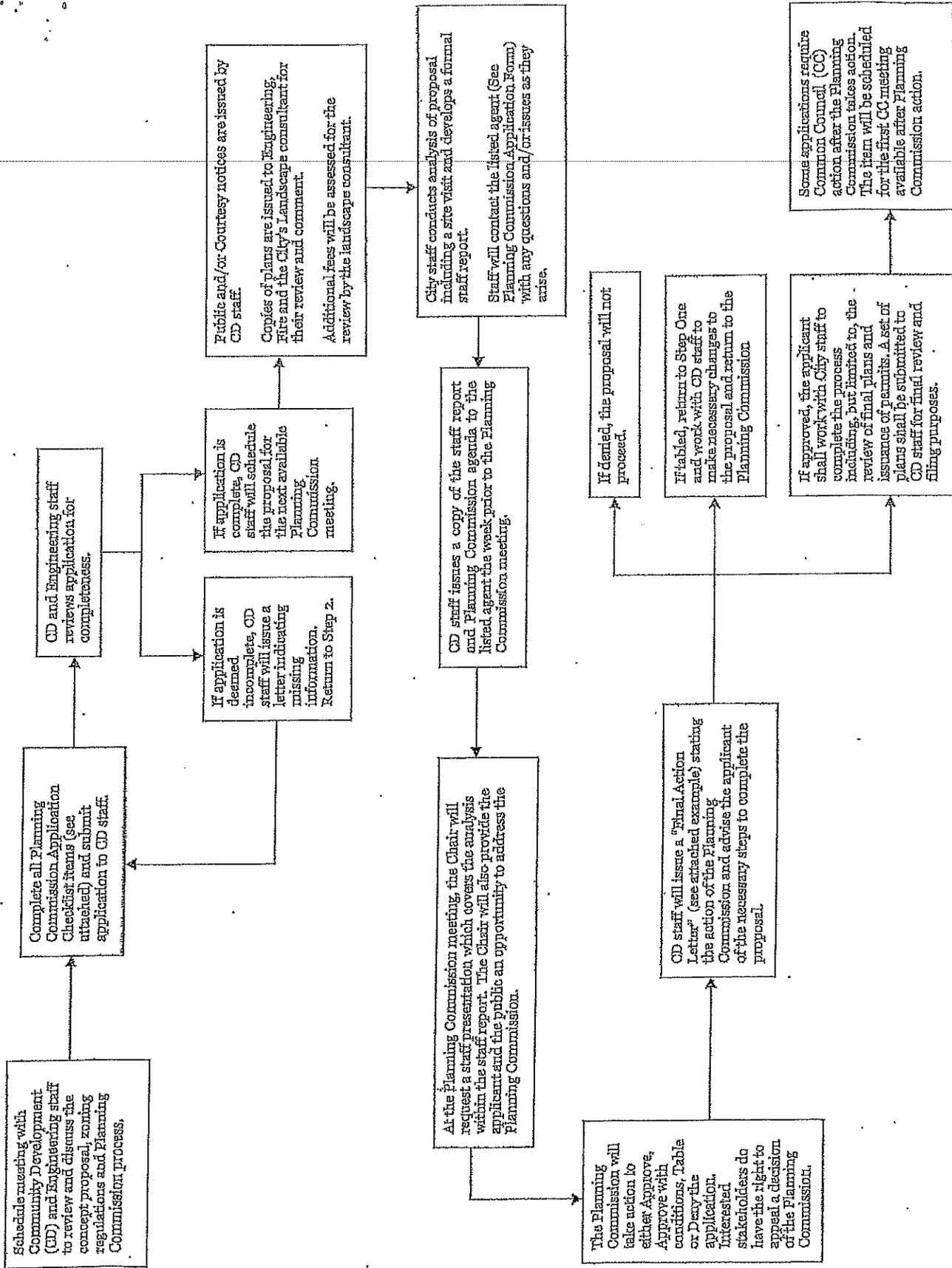
LAND DIVISIONS

- | | |
|--|--|
| <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"/> Park & open space fees ___ lots or units at \$600.00/lot or unit = \$_____. |
| <input type="checkbox"/> Grading certification, lot grades, ditches & detention ponds | <input type="checkbox"/> Sanitary sewer connection fee ___ lots or units at \$200.00/lot or unit = \$_____. |
| <input type="checkbox"/> Completion of punch list | <input type="checkbox"/> Special assessments |
| <input type="checkbox"/> Roadway | <input type="checkbox"/> Outstanding invoices |
| <input type="checkbox"/> Binder installed | <input type="checkbox"/> Final plat full scale & 200 scale reduction |
| <input type="checkbox"/> Gravel shoulders | <input type="checkbox"/> Asbuilts |
| <input type="checkbox"/> Inspection punch list | <input type="checkbox"/> Pond maintenance agreement |
| <input type="checkbox"/> Submittal of driveway culvert plan | <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 53092-1830
Phone (262) 242-3100
Fax (262) 242-8658
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 facade 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