



Planning and Development
Planning Division
11333 N. Cedarburg Road
Mequon, Wisconsin 53092
Phone: (262) 236-2902
DCD@ci.mequon.wi.us

Planning Commission Application

Application Overview:

Before submitting a request for a Planning Commission Application, the Applicant should thoroughly review this application, as well as the Mequon Municipal Code, available online at https://library.municode.com/wi/mequon/codes/code_of_ordinances.

The Applicant should also consult with City Planning staff that will be involved in reviewing and processing the application as well as making recommendations as staff are liaisons to the Planning Commission. Electronic copies of all Planning Commission related materials are available on the City's Planning Division webpage at <https://www.ci.mequon.wi.us/commdev>

Applications will not be accepted if they are not fully complete as determined by City Planning Staff at the time of submittal. Payment of application fees alone do not secure an agenda item for an upcoming Planning Commission meeting.

Application Table of Contents:

There are six (6) parts to this application. Each section must be completed in its entirety, and all requirements must be met in order for this application to be accepted for filing.

- ❖ [Section 1](#) – Process Overview
- ❖ [Section 2](#) – Owner Authorization & Applicant Team Contact Information
- ❖ [Section 3](#) – Property Information & Project Description
- ❖ [Section 4](#) – Supplemental Questions
- ❖ [Section 5](#) – Public Notice Requirements
- ❖ [Section 6](#) – Submittal Requirements & Checklist

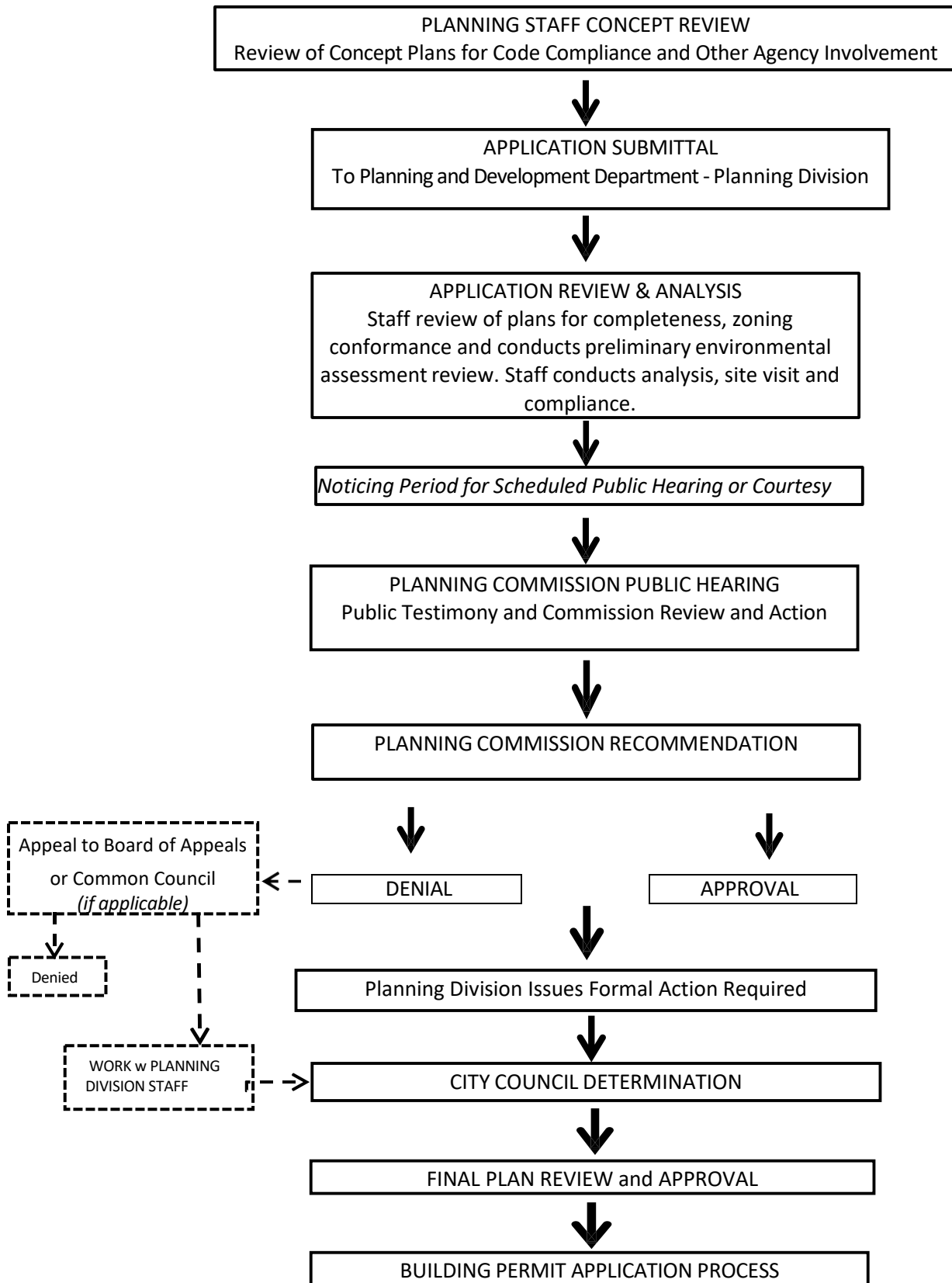
Filing Fee:

See current Planning Department Fee Schedule here: <https://www.ci.mequon.wi.us/commdev> (copy is attached).

Staff Contact Information:

If you have questions about this application, please call 262.236.2902 and ask to be directed to Planning Commission staff.

Planning Commission Application Review Process



Section 2 – Property Information & Project Description

A. Property Information

Project Address: _____

Legal Description of Property (you may attach a copy) : ¹ _____

Adjacent Streets: _____

Lot Area: _____ (square feet) Assessor Parcel Number(s): _____

Existing Use: _____

Existing Height: _____ Existing Paving Area: _____ (square feet)

Existing Floor Area: _____ (square feet) Existing FAR: _____

Existing Distance from Property Lines:

Front: _____ Side(s): _____, _____ Rear: _____

¹ Legal Description Requirements:

The legal description must include the lot, block, and tract name/number of all contiguously owned parcels (even if the parcels are not a part of the proposed project), and should be based on a Title Report, Grant Deed, or survey from a licensed engineer.

B. Project Information:

Proposed Use: _____

Proposed Height: _____ Proposed Paving Area: _____ (square feet)

Proposed Floor Area: _____ (square feet) Proposed FAR: _____ Proposed Open Space: _____ Proposed Demolition: Yes No If yes, describe: _____

Proposed Distance from Property Lines:

Front: _____ Side(s): _____, _____ Rear: _____

C. Identify the site’s zoning designation (City Zoning Map): _____

<https://www.ci.mequon.wi.us/commdev/page/zoning-map>

D. Describe the existing conditions of the subject site (i.e. existing structures, landscaping, and present use):

E. Are any identified on any historic resource inventory, including the City of Mequon Local Landmark Inventory?

Yes No If yes, please list the designation _____

Have you spoken with the Building Inspections staff about building code requirements?

Yes If yes, who? _____ No

F. Are any of the following trees in the table below located on the property?

Yes No If yes, please check the specific trees

Tree Height	Tree Name / Latin Name
20"	*Basswood / Tilia americana
16"	*Hackberry / Celtis occidentalis
12"	*Sugar Maple / Acer saccharum
12"	*Black Walnut / Juglans nigra
12"	*Tamarak / Larix laricina
12"	*Kentucky Coffeetree / Gymnocladus dioicus
12"	*American Beech / Fagus grandifolia
12"	*All Oaks / Quercus species
12"	*White Pine / Pinus strobes
12"	*Black Cherry / Prunus serotina
12"	*White Cedar / Thuja occidentalis
12"	*All Hickories / Caraya Species
10"	*Red Maple / Acer Rubrum
10"	*Alnus Species Alders
8"	*E. Red Cedar / Juniperus Virginiana
6"	*Amelanchiers / Amelanchier Species
6"	*Musclewood / Carpinus Carolinana
6"	*Ironwood / Ostrya Virginiana

City of Mequon – Planning Commission Application

NOTE: These trees are considered specimen trees and shall be protected tree on the property. Each tree must be clearly labeled on the site survey and site plan for the project. Please include the dimension of each tree. If you are proposing removal or relocation of any trees, please contact the City Forester at 414.512.1297.

If you are proposing removal of any of the above tree types please indicate the reason:

Section 3 –Property Information & Project Description

A. Property Owner Information: ²

Name(s): _____

Address: _____

City: _____ State & Zip Code: _____

Phone: _____

E-Mail _____

²Ownership Information Requirements:

In order to verify that the property owner has given consent to file this application, the following documentation must be submitted at the time of filing.

- ❖ Letter of Authorization – This is required if the property owner does not sign the application. The property owner may instead provide a signed and dated letter in lieu of their original signature on this form, which must authorize the signatory of this application. Please see [Letter of Authorization Example](#) attached to this application. In lieu of, a signed Offer to Purchase can suffice.
- ❖ Ownership Entity Documentation – This is required if the property is owned by an entity rather than an individual. Please provide the applicable required documentation for the type of ownership entity, as shown in the table below.

Ownership Documentation Requirements		
Type of Property Owner	Required Ownership Documentation	Documents that May be Required (If Applicable)
Individual	N/A	Grant Deed, Letter of Authorization
Limited Liability Company (LLC)	Operating Agreement or Articles of Organization	Grant Deed, Letter of Authorization
Corporation	Articles of Incorporation, Bylaws, and/or Meeting Minutes	Grant Deed, Letter of Authorization
Limited Partnership (LP)	Partnership Agreement	Grant Deed, Letter of Authorization
Trust	Trust Instrument	Grant Deed, Letter of Authorization

Property Owner Signature:

I hereby certify that I am the owner(s) of the subject property, or have been authorized to sign on behalf of the property owner, and consent to the filing of this application on the above-referenced property.

Executed on this _____(Date) of _____(Month) of 20_____(Year)
in _____(City), _____(State).

Dated: _____

BY: _____
(Signature)

(Title, Company)

BY: _____
(Printed Name)

Additional Owner Signature (if applicable):

Dated: _____

BY: _____
(Signature)

(Title, Company)

BY: _____
(Printed Name)

Please indicate the role of the signatory(ies) above:

Owner Applicant Agent/Representative Architect

If the owner did not sign above, is a Letter of Authorization provided*?

Yes No

****Please note that a Letter of Authorization is required when the property owner does not sign this application, but instead has another individual sign on their behalf. See [Letter of Authorization Example](#) at the end of this application for reference.***

B. Applicant Information *[Individual(s) or entity benefitting from the entitlement]*

(Only provide if different from Property Owner)

Name(s): _____
Address: _____
City: _____ State & Zip Code: _____
Phone: _____
E-Mail _____

C. Agent/Representative Information *[Individual acting on behalf of the Applicant]*

Name(s): _____
Company/Firm: _____
Address: _____
City: _____ State & Zip Code: _____
Phone: _____
E-Mail _____

D. Architect/Design Team Information *[If applicable]*

Name(s): _____ Registered Architect? Yes No
Company/Firm: _____
Address: _____
City: _____ State & Zip Code: _____
Phone: _____
E-Mail _____

E. Please indicate who will be the main point of contact for the project:

Owner Applicant Agent/Representative Architect

Section 4 –Supplemental Questions

<p>Have you completed Concept Review with Planning staff Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please attach a copy of the concept plan</p>
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Please indicate each of the type of applications you are making:

Please also indicate whether the Applicant will be requesting any waivers that in connection with the proposed project.

<input type="checkbox"/>	Rezoning Recommendation	\$1275
<input type="checkbox"/>	Building/Site Planning or Amendment	\$750
<input type="checkbox"/>	Land Divisions – Concept, Preliminary, Final (CSM)	\$750
<input type="checkbox"/>	Conditional Use Grant (CUG)	\$750
<input type="checkbox"/>	Master Sign Plan	\$350
<input type="checkbox"/>	Development Agreement	\$750
<input type="checkbox"/>	Preliminary Plat	\$750 + \$50/Lot
<input type="checkbox"/>	Final Plat	\$750
<input type="checkbox"/>	Subdivision/Condo Concept	\$750
<input type="checkbox"/>	Consultation	\$400
<input type="checkbox"/>	Minor Request: _____ Accessory Structure +1000sf _____ Specimen Tree Removal _____ Sign Waiver _____ Setback Waiver _____ Fill Permit	\$350

Are there any outstanding Code Enforcement orders or citations on the property?

Yes No If yes, please attach copies.

Are there any recorded easements or encumbrances on the property?

Yes No If yes, please attach copies. Show easements on survey plan.

Neighboring Uses: Please describe existing uses adjacent to the proposed project:

A. North: _____

B. South: _____

C. East: _____

D. West: _____

Identify the specific boundaries of the subject site with a to-scale site plan. Is the site plan attached?

Yes No

Project Description and Business Operations: Explain the overall scope of the project, including all project elements and details of any proposed business and its operations (use separate sheet if appropriate).

Basis for Request: Explain why the request should be granted with respect to the following:

- a. Public Health and/or Safety*
- b. Public Interest*
- c. General Welfare*

Section 5 – Public Notice Requirements

Except as may be otherwise herein specifically provided, notices of public hearings required to be conducted by Wis. Stats. § 62.23(7)(d) and section 58-42 shall be given by posting such notice on the Mequon city hall bulletin board and by publishing a class 2 notice under Wis. Stats. ch. 985 in the official newspaper once during each of the two weeks prior to such hearing, the last of which shall be at least one week before the hearing.

(2) When a hearing involves a proposed change in the zoning district classification of any property or the granting of an conditional use, the city shall, by postal mail, provide notice of the public hearing to the owners of all lands within 1,320 feet of the subject property at least ten days before such public hearing. The failure of such notice to reach any property owner shall not prevent the public hearing from proceeding, or invalidate any amending ordinance or grant of conditional use.

(3) When a hearing involves the granting of a conditional use grant to or a proposed change in, the zoning district classification of any property lying in the floodland area, the city clerk shall mail notice of the public hearing to the district office and the main office of the state department of natural resources.

Please note that your application will not be accepted for submittal unless certain public notification requirements are met.

Please contact the Planning Division with any questions regarding these requirements and the required materials for an application submittal.

- Planning Division: 262.236.2092; dcd@ci.mequon.wi.us

Section 6 – Submittal Requirements & Checklist

Applicant Checklist

Staff Checklist

ELECTONIC DOCUMENTS:

- Electronic files (pdf) of this completed application and all of the required submittal items outlined in this application **shall** be provided at the time the application is filed.

ARCHITECTUAL PLANS REQUIRED:

- **A total of three (3) sets in hard copy** of architectural plans are required for initial submittal:
- **All plan sets** must be stapled, **drawn to scale**, and legible.
- **All plan sheets** must include graphic scale, the owner’s or authorized agent’s name, address, and telephone number, the project address, and a North Arrow.
- **The following plans in the checklist must be included in the architectural plan set unless waived by Planning staff.** *Inconsistency between drawings, renderings, materials, etc., will be considered an incomplete submittal. Only complete applications will be accepted for filing.*

**Applicant
Checklist**

**Staff
Checklist**

NOTE: You may be required to submit revised plans once the application is ready for review by the decision-making body. All plans must be legible. If the proposed project requires multiple applications for separate requests, then the submittal requirements of this application may be combined, at the discretion of the Planner.

TITLE PAGE:

- Date
 - Project Address
 - Legal Description
 - Project Description
 - Owner Information
 - Applicant Information
 - Architect Contact Information
 - Engineering Contact Information
 - Agent Contact Information (if applicable)
 - Parking Spaces Required and Provided
 - Height Measurement
 - Proposed Floor Area and Floor Area Ratio (FAR)
- Zoning Conformance Table with Required/Allowed vs. Proposed Development Standards (i.e. setbacks, height, density, etc.)

SITE PLAN:

- Show entire parcel (indicate square footage of property) and label all property lines.
- Label & dimension all existing and proposed structures, including perimeter walls/fences/hedges.
- Show code-required setbacks (front, sides and rear). For additions, include the existing and proposed setbacks.
- Indicate code-allowed maximum floor area and all the floor area existing and proposed on the site.
- Indicate location, size, and species of existing trees and vegetation (indicate which are to be removed and circumference of all specimen trees).
- Indicate location of streets and sidewalks.
- Show location of any public or private easements, curb cuts, and any obstructions in the public right-of-way.
- Show paving square footage (when applicable).
Show anticipated dedications and/or improvements to the public right- of-way.

**Applicant
Checklist**

**Staff
Checklist**

ROOF PLAN:

- Identify elevation points along roof pitches and slopes of pitches.
- Show existing and proposed mechanical equipment/gutters and downspouts.

LANDSCAPE PLAN/ELEVATION (may be subject to review by the City's Landscape Consultant and City Forester):

- Indicate type, size, and location of existing and new plants. (Recommended Species List for Certain Zoning District Exist – please contract Planning Staff)
- Indicate if any protected tree species is proposed to be removed or relocated.
- Label the location(s) of any proposed hardscape treatment and provide the area calculations of the hardscape (paving).

LIGHTING PLAN (see Section 58-567 of City of Mequon Zoning Code) :

- Provide a lighting plan. If there is no lighting proposed, please indicate this on the plans and application.
- Provide cut sheets of any proposed lighting fixtures. Provide a light dispersion plan.

ELEVATIONS:

- Label existing portions of structures to remain and the proposed additions (when applicable). Show all sides of all structures.
- Indicate the height of all proposed structures. Indicate how height is measured.
- Provide details of architectural features (callouts, cut sheets, photos).
- Provide dimensions of windows and doors.
- Show the location of exterior light fixtures to scale.
- Show cross section if any portions are located underground.
- Colored Renderings

SIGNAGE PLAN (see Chapter 62 City of Mequon Sign Code:

- Show all proposed signage, to scale.

**Applicant
Checklist**

**Staff
Checklist**

ENVIRONMENTAL DOCUMENTATION:

- Please consult with Planning staff to determine the environmental review required for submittal.
- Note any Environmental Conditions present on the subject site.

ADJACENT PROPERTIES:

- Show structures on neighboring properties on the plot plan or on a separate plan and show distances to proposal.
- Include cross-sections through the site and adjacent properties to show the relationship of the proposal to the adjacent properties' structures. Indicate heights and distances.

ADDITIONAL INFORMATION:

- Staff may require additional information in order to process the application. Please consult with staff prior to submittal to determine if additional information is required to prevent delay in processing the requested application. Additional information may include, but is not limited to:
 - Traffic Study
 - Parking Study
 - Loading Study
 - Construction Management Plan
 - Grading Calculations
 - Noise Study
 - Light Study
 - Additional Environmental Review
 - Historic Review
 - Arborist's Report
 - Sign-off/letter from City Arborist if City trees are involved
 - Show structures on neighboring properties and distance to proposal.
 - Provide cross-sections through the site and adjacent properties to show the relationship of the proposal to the adjacent properties' structures. Indicate heights and distances.

Letter of Authorization Example

[OWNERSHIP ENTITY LETTERHEAD]
[ADDRESS]

Date: _____

City of Mequon
Planning Development Department
Planning Division
11333 N Cedarburg Road
Mequon, WI 53092

To Planning Division Staff:

This letter is to verify that _____ (Name of Agent/Representative), _____ (Company), (Title) is hereby authorized to sign and complete Planning Commission Applications as required by the City of Mequon Community Development Department, on behalf of the Owner, _____ (Name of Owner), _____ (Company), (Title) of the real property located at _____ (Address), which is legally described as _____ (Tract, Lot(s), Block(s)).

By signing this form, I hereby declare (choose one):

[] I am the owner of record of the aforementioned real property. [OR]

[] I have been empowered to sign on behalf of the ownership entity, _____ (Entity Name), as the _____ (Title), as evidenced by the attached documents (attach applicable required ownership documentation as shown in the table on page 5 of this application).

By my signature below, I declare that the foregoing statements are true and correct.

Signature: _____ Print Name: _____

Title, Entity: _____