Last Revision Date: 6/18/2018

City of Waukesha
Application for Development Review

City of Waukesha Community Development Department - 201 Delafield Street, Suite 200, Waukesha, WI 53188 262-524-3750
City of Waukesha Department of Public Works Engineering Division—130 Delafield Street, Waukesha, WI 53188 262-524-3600
www.waukesha-wi.gov

APPLICANT INFORMATION

Applicant Name: _____

Applicant Company Name: _____

Address: _____

City, State: _____ Zip: _____

Phone: _____

E-Mail: _____

PROPERTY OWNER INFORMATION

Applicant Name: _____

Applicant Company Name: _____

Address: _____

City, State: _____ Zip: _____

Phone: _____

E-Mail: _____

ARCHITECT/ENGINEER/SURVEYOR INFORMATION

Name: _____

Company Name: _____

Address: _____

City, State: _____ Zip: _____

Phone: _____

E-Mail: _____

PROJECT & PROPERTY INFORMATION

Project Name: _____

Property Address _____

Tax Key Number(s): _____

Zoning: _____

Total Acreage: _____ Existing Building Square Footage _____

Proposed Building/Addition Square Footage: _____

Current Use of Property: _____

PROJECT SUMMARY (please provide a brief project description)

_____

_____

_____

_____

All submittals require a complete scaled set of digital plans (Adobe PDF) and shall include a project location map showing a 1/2 mile radius, a COLOR landscape plan, COLOR building elevation plans, and exterior lighting photometric maps and cut sheets. A pre-application meeting is required prior to submittal of any applications for Subdivisions, Planned Unit Developments, and Site and Architectural Plan Review. **The deadline for all applications requiring Plan Commission Reviews is at 4:00 P.M, 30 days prior to the meeting date. The Plan Commission meets the Second and Fourth Wednesday of each month.**

APPLICATION ACKNOWLEDGEMENT AND SIGNATURES

I hereby certify that I have reviewed the City of Waukesha Development Handbook, City Ordinances, Submittal Requirements and Checklists and have provided one PDF of all required information. Any missing or incomplete information may result in a delay of the review of your application. By signing this I also authorize The City of Waukesha or its agents to enter upon the property for the purpose of reviewing this application.

Applicant Signature _____

Applicant Name (Please Print) _____

Date: _____

For Internal Use Only:

Amount Due (total from page 2): _____ Amount Paid: _____ Check #: _____

Trakit ID(s) _____ Date Paid: _____

City of Waukesha Application for Development Review

TYPE OF APPLICATION & FEES (CHECK ALL THAT APPLY) **Fees**

Please note that each application type has different submittal requirements. Detailed submittal checklists can be found in Appendix A of the Development Handbook.

☐Plan Commission Consultation **$200** _____

☐Traffic Impact Analysis _____

- ☐Commercial, Industrial, Institutional, and Other Non-Residential **$480**
- ☐Residential Subdivision or Multi-Family **$480**
- ☐Resubmittal (3rd and all subsequent submittals **$480**

☐Preliminary Site Plan Review _____

- ☐Level 1: Buildings/additions less than 10,000 sq.ft. or sites less than 1 acre **$2,200**
- ☐Level 2: Buildings/additions between 10,001-50,000 sq.ft. or sites between 1.01 and 10 acres **$2,320**
- ☐Level 3: Buildings/additions between 50,001-100,000 sq.ft. or sites between10.01 and 25 acres **$2,440**
- ☐Level 4: Buildings/additions over 100,001sq.ft. or sites greater than 25.01 acres. **$2,560**
- ☐Resubmittal Fees (after 2 permitted reviews) **$750**

☐Final Site Plan Review _____

- ☐Level 1: Buildings/additions less than 10,000 sq.ft. or sites less than 1 acre **$1,320**
- ☐Level 2: Buildings/additions between 10,001-50,000 sq.ft. or sites between 1.01 and 10 acres **$1,440**
- ☐Level 3: Buildings/additions between 50,001-100,000 sq.ft. or sites between10.01 and 25 acres **$1,560**
- ☐Level 4: Buildings/additions over 100,001sq.ft. or sites greater than 25.01 acres. **$1,680**
- ☐Resubmittal Fees (3rd and all subsequent submittals) **$750**

☐Minor Site or Architectural Plans (total site disturbance UNDER 3,000 total square feet) _____

- ☐Projects that do not require site development plans **$330**
- ☐Resubmittal Fees (3rd and all subsequent submittals) **$330**

☐Certified Survey Map (CSM) _____

- ☐1-3 Lots **$500**
- ☐4 lots or more **$560**
- ☐Resubmittal (3rd and all subsequent submittals) **$180**
- ☐Extra-territorial CSM **$260**

☐Preliminary Subdivision Plat _____

- ☐Up to 12 lots **$1,270**
- ☐13 to 32 lots **$1,390**
- ☐36 lots or more **$1,510**
- ☐Resubmittal (3rd and all subsequent submittals) **$630**

☐Final Subdivision Plat _____

- ☐Up to 12 lots **$660**
- ☐13 to 32 lots **$780**
- ☐36 lots or more **$900**
- ☐Resubmittal (3rd and all subsequent submittals) **$480**
- ☐Extra-territorial Plat **$540**

☐Rezoning and/or Land Use Plan Amendment _____

- ☐Rezoning **$630**
- ☐Land Use Plan Amendment: **$630**

☐Conditional Use Permit

- ☐Conditional Use Permit with no site plan changes **$480**
- ☐Conditional Use Permit with site plan changes **$480** plus applicable preliminary and final site plan fees above _____

☐Planned Unit Development or Developer's Agreement (Site Plan Review is also required) _____

- ☐New Planned Unit Development or Developer's Agreement **$1,760**
- ☐Planned Unit Development or Developer's Agreement Amendment **$610**

☐Annexation **NO CHARGE**

☐House/Building Move **$150**

☐Street or Alley Vacations **$150**

TOTAL APPLICATION FEES: ☐

City of Waukesha
Development Review Submittal Requirements

PLAN COMMISSION CONSULTATION SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

A Plan Commission Consultation my be submitted for review and comment for the owner/developer to ascertain the feasibility of a proposed project. A consultation is not required but may be submitted in advance of an actual submittal for a preliminary plat, CSM, Planned Unit Development, rezoning, conditional use or site plan. The Plan Commission will only provide feedback, no approvals will be given. Prior to applying for a Plan Commission Consultation you must discuss your project with the Planning Division to determine if a Plan Commission Consultation is recommended.

Review Time: Approximately 30 days

Reviewing Departments: Community Development Planning Division, Public Works Engineering Division, Fire Department, Water Utility.

Reviewing Boards: Plan Commission (optional)

In addition to this application and corresponding application fee you will also need:

☐One (1) digital (PDF) copy of the plans you want conceptual review of

☐Attachment A: Development Review Checklist . You should also review all other corresponding checklists that relate to the project that you are seeking conceptual review of and include as much information as possible.

☐ Cover letter outlining project details.

TRAFFIC IMPACT ANALYSIS SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

A Traffic Impact Analysis is required for projects that meet certain criteria. Please refer to the Developer's Handbook Section 4.4 to determine if your project requires a Traffic Impact Analysis

Review Time: Approximately 30 days

Reviewing Departments: Public Works Engineering Division

Reviewing Boards: None, however the Plan Commission may require a copy as part of site plan review process.

In addition to this application and corresponding application fee you will also need:

☐One (1) digital (PDF) copy of the Traffic Impact Analysis

PRELIMINARY SITE AND ARCHITECTURAL PLAN SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

Preliminary site and architectural plans are required for any new residential development with 4 or more units and all non-residential developments. Preliminary site plan approval is also required for additions or modifications to existing developments and projects where a stormwater management plan is needed. Preliminary approval is required unless it is determined by City staff in the Pre-Application meeting that the project only needs Final Site and Architectural Review.

Review Time: Approximately 30 days (45 if Common Council review is needed)

Reviewing Departments: Community Development Planning Division, Public Works Engineering Division, Fire Department, Water Utility.

Reviewing Boards: Plan Commission. Common Council and Board of Public Works review may be required for certain projects.

In addition to this application and corresponding application fee you will also need:

☐ One (1) digital (PDF) that includes of items listed below

- ☐ Cover letter outlining project details.
- ☐ Color architectural elevations of all sides of the building and color perspective renderings
- ☐ Conceptual Landscape Plan
- ☐ Attachment A: Development Review Checklist
- ☐ Site Plan (see Attachment B: Engineering Plan Checklist)
- ☐ Grading Plan (see Attachment C: Site Grading and Drainage Plan Checklist)
- ☐ Stormwater Management Plan (see Attachment D: Stormwater Management Plan Checklist)
- ☐ Utility Plans (see Attachment H: Sewer Plan Review Checklist)
- ☐ Any other attachments as applicable.

FINAL SITE AND ARCHITECTURAL PLAN SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

Final site and architectural plans are submitted only after the Plan Commission has approved Preliminary Site Plans for any new residential development with 4 or more units and all non-residential developments, including modifications to existing developments. Some projects may bypass Preliminary approval but only if it is determined by City staff in the Pre-Application meeting.

Review Time: Approximately 30 days (45 if Common Council review is needed)

Reviewing Departments: Community Development Planning Division, Public Works Engineering Division, Fire Department, Water Utility.

Reviewing Boards: Plan Commission. Common Council and Board of Public Works review may be required for certain projects.

In addition to this application and corresponding application fee you will also need:

☐ One (1) digital (PDF) that includes of items listed below

- ☐ Cover letter outlining project details.
- ☐ Color architectural elevations of all sides of the building and color perspective renderings
- ☐ Landscape Plan (see Attachment I: Landscape Plan Checklist)
- ☐ Attachment A: Development Review Checklist
- ☐ Site Plan (see Attachment B: Engineering Plan Checklist)
- ☐ Grading Plan (see Attachment C: Site Grading and Drainage Plan Checklist)
- ☐ Stormwater Management Plan (see Attachment D: Stormwater Management Plan Checklist)
- ☐ Utility Plans (see Attachment H: Sewer Plan Review Checklist)

MINOR SITE AND ARCHITECTURAL PLAN SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

Minor Site and Architectural review is intended for projects that may not need the extensive submittal requirements for Preliminary and Final Site Plan approval. Projects that qualify for Minor Site Plan submittal may include landscape, façade and building changes or minor site modifications that don't result in the addition of impervious surface.

Review Time: Approximately 30 days (45 if Common Council review is needed)

Reviewing Departments: Community Development Planning Division, Public Works Engineering Division, Fire Department, Water Utility.

Reviewing Boards: Plan Commission. Common Council and Board of Public Works review may be required for certain projects.

In addition to this application and corresponding application fee you will also need:

☐ One (1) digital (PDF) that includes of items listed below

- ☐ Cover letter outlining project details.
- ☐ Architectural elevations of all sides of the building being modified

☐ In addition, depending on the type of project, you may also need the following items:

- ☐ Site Plan (see Attachment B: Engineering Plan Checklist)
- ☐ Landscape Plan (see Attachment I: Landscape Plan Checklist)

CERTIFIED SURVEY MAP SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

A Certified Survey Map may be used to divide up to eight (8) lots in Commercial, Industrial, and Mixed Use zoning districts and up to four (4) lots in all other zoning districts.

Review Time: Approximately 45-60 days. An extension letter will be required if the approval process will take more than 90 days.

Reviewing Departments: Community Development Planning Division, Public Works Engineering Division, Fire Department, Water Utility.

Reviewing Boards: Plan Commission. Common Council and Board of Public Works review may be required for certain projects.

In addition to this application and corresponding application fee you will also need:

☐ One (1) digital (PDF) that includes of items listed below

- ☐ Attachment E: Certified Survey Map Checklist
- ☐ Attachment A: Development Review Checklist and other attachments as applicable.

**Please note If any exterior architectural, landscape, or site plan changes are required you must also go through Site Plan Review and meet all of those submittal requirements.*

PRELIMINARY PLAT SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

A Preliminary Plat shall be used to subdivide land in the City. The applicant is responsible for submitting the Preliminary Plat to Waukesha County and the State of Wisconsin for review.

Review Time: Approximately 45-60 days. An extension letter will be required if the approval process will take more than 90 days.

Reviewing Departments: Community Development Planning Division, Public Works Engineering Division, Fire Department, Water Utility.

Reviewing Boards: Plan Commission. Common Council and Board of Public Works review may be required for certain projects.

In addition to this application and corresponding application fee you will also need:

☐ One (1) digital (PDF) that includes of items listed below

- ☐ Attachment F: Preliminary Plat Checklist
- ☐ Cover letter outlining project details.
- ☐ Attachment A: Development Review Checklist and other attachments as applicable
- ☐ Stormwater Management Plan (see Attachment D: Stormwater Management Plan Checklist)

FINAL PLAT SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

A Final plat shall be used to subdivide land in the City. The applicant is responsible for submitting the Final Plat to Waukesha County and the State of Wisconsin for review.

Review Time: Approximately 45-60 days. An extension letter will be required if the approval process will take more than 90 days.

Reviewing Departments: Community Development Planning Division, Public Works Engineering Division, Fire Department, Water Utility.

Reviewing Boards: Plan Commission. Common Council and Board of Public Works review may be required for certain projects.

In addition to this application and corresponding application fee you will also need:

☐ One (1) digital (PDF) that includes of items listed below

- ☐ Attachment G: Final Plat Checklist
- ☐ Cover letter outlining project details.
- ☐ Attachment A: Development Review Checklist and other attachments as applicable.
- ☐ Stormwater Management Plan (see Attachment D: Stormwater Management Plan Checklist)

REZONING & COMPREHENSIVE PLAN AMENDMENT SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

This review is for any requests to rezone land or amend the City's Comprehensive Master Plan. For rezonings all property owners within 300 feet of the property will be notified of your request.

Review Time: 45-60 Days

Reviewing Departments: Community Development Planning & Building Inspection Divisions, Public Works Engineering Division, Fire Department, Water Utility.

Reviewing Boards: Plan Commission, Common Council

Additional Information: Rezonings must be done in accordance with the Comprehensive Plan. Please consult with Planning staff to determine if a Comprehensive Plan Amendment is also required prior to submitting a rezoning application.

In addition to this application and corresponding application fee you will also need:

☐ One (1) digital (PDF) that includes of items listed below

- ☐ Cover letter outlining project details and rationale for rezoning
- ☐ Rezoning Form including legal description and notarized owner(s) signatures (rezoning applications only)
- ☐ Conceptual Plan (if applicable)

**Please note this application fee only covers the rezoning and/or Comprehensive Plan Amendment. If you are proposing site plan changes or are subdividing land you will also need to meet the applicable submittal requirements for those proposals.*

CONDITIONAL USE PERMIT SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

Any use listed as a Conditional Use in Chapter 22 (Zoning Code) requires a Public Hearing in front of the Plan Commission prior to building or occupancy permits being issued. All property owners within 300 feet of the property will be notified of your request.

Review Time: 30-45 days

Reviewing Departments: Community Development Planning & Building Inspection Divisions, Public Works Engineering Division, Fire Department, Water Utility.

Reviewing Boards: Plan Commission

In addition to this application and corresponding application fee you will also need:

☐ One (1) digital (PDF) that includes of items listed below

- ☐ Conditional Use Permit Application

**Please note If any exterior architectural, landscape, or site plan changes are required you must also go through Site Plan Review and meet all of those submittal requirements.*

PLANNED UNIT DEVELOPMENT OR DEVELOPER'S AGREEMENT SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

The PUD Overlay District is intended to permit development that will, over a period of time, be enhanced by coordinated area site planning, diversified location of structures, diversified building heights and types, and/or mixing of compatible uses. The PUD Overlay District under this Chapter will allow for flexibility of overall development design with benefits from such design flexibility intended to be derived by both the developer and the community, while at the same time maintaining insofar as possible the standards or use requirements set forth in the underlying basic zoning district.

Developer's Agreements are used for any project that require public infrastructure improvements (sewer, storm sewer, sidewalks, etc) and other off-site improvements such as median openings, traffic signals, street widening, etc..

Review Time: 45-60 days

Reviewing Departments: Community Development Planning & Building Inspection Divisions, Public Works Engineering Division, Fire Department, Water Utility.

Reviewing Boards: Plan Commission, Common Council. Some projects will also require Board of Public Works review.

In addition to this application and corresponding application fee you will also need:

☐ One (1) digital (PDF) that includes of items listed below

- ☐ Cover letter/statement that outlining project details and all of the required information set forth in the Zoning Ordinance Section 22.52 (4)(a)
- ☐ Rezoning Form including legal description and notarized owner(s) signatures (rezoning applications only)
- ☐ General Development Plan
- ☐ Proposed Supplemental Design Elements (required for all PUDs under the minimum required acreage)

**Please note in addition to the PUD submittal requirements your project will also need additional application fees and submittal materials based on the project type. This may include Preliminary and Final Plats, Preliminary and Final Site and Architectural Plans, Certified Survey Maps, Traffic Impact Analysis. Staff will inform you of any additional submittal requirements at the Pre-Application meeting, which is required prior to submitting your application.*

ANNEXATION SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

Requests for annexation as permitted under Section 66.0217 Wisconsin Statutes.

Review Time: 45-60 days

Reviewing Departments: Community Development Planning & Building Inspection Divisions, Public Works Engineering Division, Fire Department, Water Utility.

Reviewing Boards: Plan Commission, Common Council

In addition to this application and corresponding application fee you will also need:

☐ One (1) digital (PDF) that includes of items listed below

- ☐ Copy of your State of Wisconsin Request for Annexation Review Application
- ☐ Signed City of Waukesha Direct Annexation Petition
- ☐ Map of property of property to be annexed.
- ☐ A boundary description (legal description of property to be annexed)
- ☐ Any additional information on the annexation.

HOUSE/BUILDING MOVE SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

Any application to move a home or building from one location to another in the City requires review by staff and the Plan Commission.

Review Time: 30-45 days

Reviewing Departments: Community Development Planning & Building Inspection Divisions, Public Works Engineering Division, Fire Department, Water Utility, Police Department, Any affected Public Utilities

Reviewing Boards: Plan Commission

In addition to this application and corresponding application fee you will also need:

☐ One (1) digital (PDF) that includes of items listed below

- ☐ Address of existing structure and address of final destination for structure
- ☐ Site Plan showing location of house/building at the new location
- ☐ Proposed route for moving structure. Should also include any overhead wires, mailboxes, or other obstructions that will need to be tem porarily relocated to allow for the house/building to get to the new site.

STREET VACATIONS

Street Vacations must be reviewed and approved by the Plan Commission.

Review Time: 45-60 days

Reviewing Departments: Community Development Planning & Building Inspection Divisions, Public Works Engineering Division, Fire Department, Water Utility.

Reviewing Boards: Plan Commission, Common Council

In addition to this application and corresponding application fee you will also need:

☐ One (1) digital (PDF) that includes a map and legal description of the areas to be vacated.