



**Village of**



**Germantown**

*Willkommen*

**Community Development Department**

Jeffrey W. Retzlaff, AICP, Director

N112 W17001 Mequon Road P.O. Box 337

Germantown, WI 53022-0337

(262) 250-4735 direct line

(262) 253-8255 fax

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**\*\*\* ATTENTION \*\*\***

**NEW SUBMITTAL REQUIREMENT**

As of September 1, 2015 all applications submitted to the department requiring Plan Commission review and approval shall include a complete digital copy (in .PDF format) of all applications and supporting documents (including all plans, reports, surveys, etc.) that is either imprinted on a CD submitted at the time of application, or sent via e-mail attachment within 3 days after the date of application.



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**Fee must accompany application**

- \$700 Minor Addition
- \$1,240 Construction <10,000 SF
- \$2,095 Construction 10,000 SF to 50,000
- \$3,460 Industrial Construction >50,000 SF
- \$3,460 Commercial Construction >50,000
- \$200 Plan Commission Consultation
- \$125 Fire Department Plan Review

PAID \_\_\_\_\_ DATE \_\_\_\_\_

## SITE PLAN REVIEW APPLICATION

Pursuant to Section 17.43 of the Municipal Code

Please read and complete this application carefully. All applications must be signed and dated.

**1 APPLICANT OR AGENT**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone (    ) \_\_\_\_\_  
 Fax (    ) \_\_\_\_\_  
 E-Mail \_\_\_\_\_

**PROPERTY OWNER**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone (    ) \_\_\_\_\_  
 Fax (    ) \_\_\_\_\_  
 E-Mail \_\_\_\_\_

**2 PROPERTY ADDRESS**

**3 NEIGHBORING USES - Specify name and type of use, e.g. Enviro Tech - Industrial, Smith - Residential, etc.**

North	South	East	West

**4 READ AND INITIAL THE FOLLOWING:**

- \_\_\_\_\_ I am aware of the Village of Germantown ordinance requiring fire sprinklers in most new construction.
- \_\_\_\_\_ I understand that all new development is subject to Impact and/or Connection Fees that must be paid before building permits will be issued.
- \_\_\_\_\_ I understand that an incomplete application will be withdrawn from the Plan Commission agenda and that all resubmissions to the Plan Commission are subject to a new application fee.

**5 SIGNATURES - ALL APPLICATION MUST BE SIGNED BY OWNER!**

\_\_\_\_\_  
 Applicant                                  Date                                  Owner                                  Date



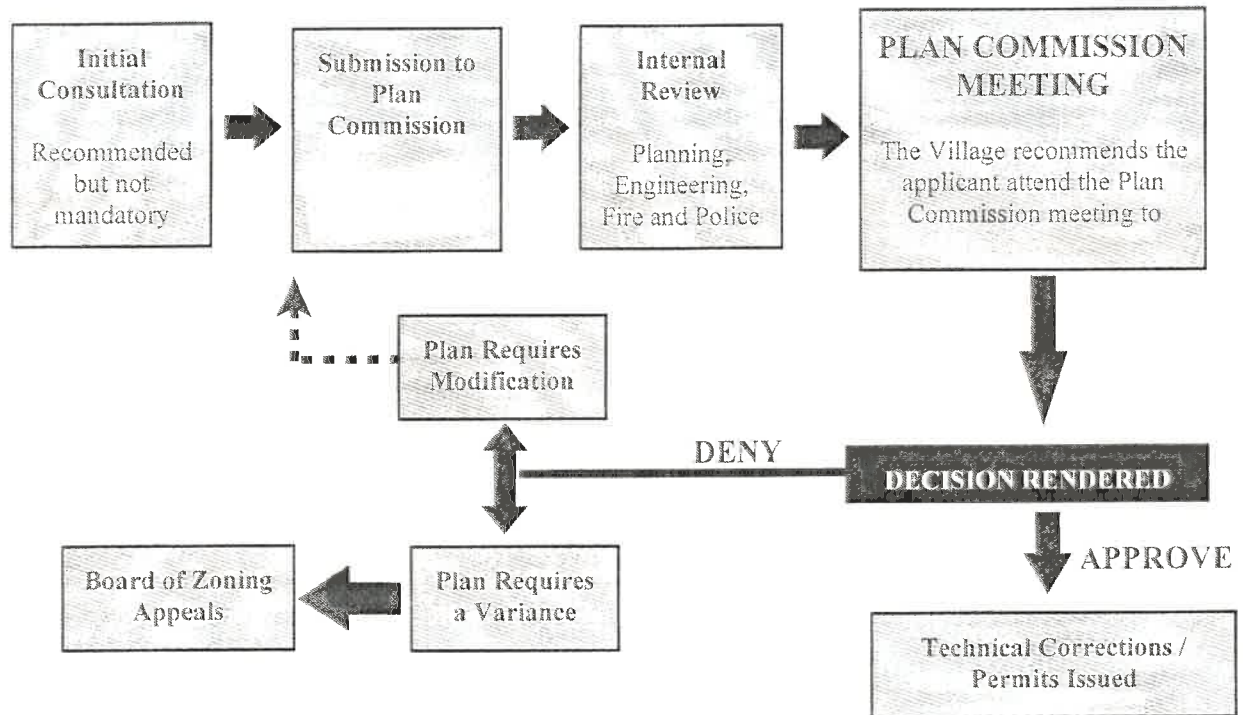
**Village of**  
  
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Planning Department  
 Jeff Retzlaff, Village Planner  
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## SITE PLAN REVIEW

Pursuant to Section 17.43 of the Municipal Code

The Village of Germantown requires developers of commercial and industrial property to appear before the Plan Commission prior to obtaining building permits. Some residential developments may also require site plan approval. Site plan approval is not required for construction in Germantown's single- and two-family districts or for interior remodeling in other districts. The diagram below summarizes the site plan review process:



The purpose of site plan review is two-fold: first, the Plan Commission serves as the architectural review body for the Village. By promoting high-quality, visually compatible design, the Plan Commission can assure Village residents that new development will fit in with the character of the rest of the Village. The Site Plan Review process also ensures the long-term provision of adequate public facilities. This includes assessing stormwater management, water and sewer facilities and maintaining acceptable impacts on the environment and public safety. The goal is a win-win situation for both the developer and the Village.

### GETTING ON THE SCHEDULE

To be placed on the Plan Commission agenda, you must submit the following:

- SITE PLAN at a scale no smaller than 1:30
- ARCHITECTURAL PLANS AND ELEVATIONS
- LANDSCAPE PLAN
- LIGHTING PLAN

**All submissions must be complete and received in the Planning Department by 4:00 PM on the deadline date. See Plan Commission Meeting Dates and Deadlines .**

## HOW LONG WILL IT TAKE?

Typically, the site plan review process takes about three to four weeks, depending on how many applications are submitted for a particular date. While every attempt is made to place a complete application on the next agenda, it may not always be possible. In addition, if the Plan Commission requires modifications beyond simple technical corrections, the process may take longer. The applicant should allow ample time for the approval process, in case resubmissions are necessary.

## HOW MUCH WILL IT COST?

The cost of Site Plan Review depends on the scope of the project. Minor approvals cost \$700. New construction is charged by size -- a project up to 10,000 square feet is charged \$1,240, projects 10,000 square feet to 50,000 square feet are charged \$2,095, industrial projects greater than 50,000 square feet cost \$3,460, and commercial construction greater than 50,000 square feet cost \$3,460.

## PRELIMINARY CONSULTATION?

The Village encourages applicants to schedule a brief meeting with Village staff to go over their applications and get feedback, especially if the applicant is new to the Germantown development process. This meeting is not mandatory, however, staff can help save time and frustration by guiding the applicant through the necessary approvals a project will require. An appointment should be scheduled before coming in.

## CAN I APPEAL A DECISION?

An applicant may appeal a decision of the Plan Commission or Village staff within 30 days of being notified of the denial. All appeals must be made to the Board of Zoning Appeals. Typically, the submission deadline for the Board of Zoning Appeals is one month prior to the next scheduled meeting. Applications to the Board of Zoning Appeals must be made through the Village Clerk. The application fee is \$300.

## HOW MANY COPIES?

The Village requires applicants to submit **thirteen (13) full size sets** of all drawings, as well as **thirteen (13) 11"x17" reduced sets**. Site plans should be at a scale no smaller than 1:30, and architectural plans no smaller than 1/8"=1'-0". Cut sheets must be provided for all proposed site lighting.

## CAN I REAPPLY?

An applicant may reapply for site plan approval as often as necessary, however, each "attempt" that is a substantial change to the Site Plan requires a resubmittal fee. The applicant should contact the Village Planner to discuss if any fees are required.

## WHAT IF I REVISE THE PLANS?

Any major revisions to the site, architectural, landscape or lighting plans after initial approval must be approved by the Plan Commission or building permits will not be issued. A developer should check with the Village Planner to determine whether a particular change to the approved plans constitutes a "major" revision. Generally, any fundamental change to the site layout, building size or placement, materials or primary function should be considered major revisions.

## CAN THE APPROVAL EXPIRE?

Upon obtaining final approval from the Plan Commission, a project must be completed within three years, or the approval will lapse. The Plan Commission may renew the approval upon reapplication. A Certificate of Occupancy will not be granted until the approved improvements are 100% complete.

## WHERE DO I APPLY?

All applications to the Plan Commission are submitted to the Planning Department at the Germantown Village Hall. Submissions may be made in person or by mail.

## PARTIAL APPROVALS?

The Village will not accept partial submissions. All drawings must be submitted, or the submission will not be placed on the agenda. A complete submission includes site, architectural, landscape and lighting plans. The Village reserves the right to remove a project from the Plan Commission agenda if staff feels information is lacking or missing.

Questions? Contact the Village Planner at:

Village of Germantown  
N112 W17001 Mequon Road  
P.O. Box 337  
Germantown, WI 53022-0337  
Phone: (262) 250-4735

# SITE PLAN REVIEW CHECKLIST

Pursuant to Section 17.43 of the Municipal Code

This checklist provides a summary of requirements found in the Municipal Code. It is intended purely as a guide for developers and should not substitute for a full review of the Code and applicable regulations. (Revised 1/02)

## GENERAL INFORMATION

- ~ Provide Completed Checklist with submittal
- ~ Names and addresses of owner/developer/designer
- ~ Graphic scale, north arrow
- ~ Location sketch
- ~ Size of site (gross and net acreage)
- ~ Existing zoning
- ~ Adjacent zoning and uses
- ~ Number of residents (subdivisions)
- ~ Number of employees

## EXISTING SITE INFORMATION

- ~ Dimensions of site and lot lines (pipes found, pipes set, monuments)
- ~ Existing grades (2' contours minimum)
- ~ Adjacent property grades (within 10' minimum of property lines)
- ~ Adjacent structures (within 20' minimum of property lines)
- ~ Drainage systems and structures
- ~ Natural features (woods, streams, lakes, ponds, outcroppings)
- ~ Wetland boundaries (provide date of staking)
- ~ Floodplain elevation and boundaries
- ~ Environmental concerns (underground tanks, etc)
- ~ Roads, curbs, parking lots, pavement areas
- ~ Structures (location, size)
- ~ Rights-of-Way (existing/ultimate)
- ~ Easements (drainage, utility)
- ~ Existing utilities (sanitary, water, electric, gas, telephone)
- ~ Benchmark locations and elevations
- ~ Location of fences, wells, borings, etc.

## ARCHITECTURAL PLANS

- ~ Existing building location
- ~ Existing building elevations/materials
- ~ Proposed use (use list from Section 17.45)
- ~ Statement of design intent (narrative)
- ~ Proposed floor plans (dimension)
- ~ Square footage (total and individual rooms/stores)
- ~ Proposed elevations (dimension)
- ~ Proposed building height
- ~ Proposed materials and colors (material sample board required for new construction)

- ~ Proposed signage (elevations, color, square footage, height, construction material, lighting)
- ~ Details of any special features

## PROPOSED SITE PLAN

- ~ Grading and spot elevations
- ~ Erosion control measures (silt fencing, hay bales, rip-rap, tracking mat, stockpile locations)
- ~ Stormwater management
  - § stormwater management design report
  - § general drainage pattern
  - § swales w/ arrows for direction of flow
  - § pond design with outfalls
  - § culverts (location/size)
- ~ Utilities (size, invert elevations, length, slope, etc.)
  - sanitary
  - water
  - stormsewer
- ~ Building location (dimension)
- ~ Building elevation (finished grade)
- ~ Location of proposed signage
- ~ Details of outside storage (including trash receptacles)
- ~ Setbacks (clearly marked and dimensioned)
- ~ Vehicular entrances (dimension to centerline of nearest intersection)
- ~ Streets (dimension and direction for one-ways)
- ~ Curve radii
- ~ Sidewalks (dimension)
- ~ Parking areas (show striping/spot elevations)
- ~ Parking setback from property line
- ~ Loading areas (dimension)
- ~ Lot coverage
  - § Square footage total
  - § Impervious surfaces total (%)
  - § Green space total (%)
  - § Percent permitted (over/under %)
- ~ Municipal utility connections
  - § Sanitary sewer (pipe size/elevations)
  - § Water (size, valve location, elevations)
  - § Location of hydrants
- ~ Easement for public water mains

## **LIGHTING PLAN**

- ~ Major improvements for context
- ~ Location/nature of existing fixtures
- ~ Location of proposed fixtures
- ~ Photometric report (to scale on plan)
- ~ Manufacturers cut-sheets of all fixtures
- ~ Lighting schedule
  - § key to plan
  - § number/type of fixtures
  - § output (wattage)
- ~ Installation details as appropriate

## **LANDSCAPING PLAN**

- ~ Major improvements for context (building, drives, walks)
- ~ Proposed outdoor amenities (benches, paths, etc.)
- ~ Existing vegetation
  - § Species
  - § Size
  - § Approximate canopy in plan
- ~ Vegetation to be destroyed
  - § List and show location
- ~ Proposed method of saving existing vegetation during construction
- ~ Proposed landscape features (berms, fountains)
- ~ Existing/proposed lighting
- ~ Irrigation/watering systems (locate outlets)
- ~ Plant lists or schedules
  - § Keyed to plan
  - § Number of each species
  - § Size when planted (caliper)
- ~ Installation details/staking

## **MODEL SUBMITTAL INCLUDES THE FOLLOWING PLANS:**

1. Cover / Title Page
2. Existing Conditions Survey
3. General Site Plan
4. Grading, Paving & Erosion Control Plan
5. Utility Plan
6. Site Details (curbing, catch basins, detention ponds, pavement, erosion control and sign details)
7. Landscape Plan
8. Landscape details (planting schedule, berming cross-sections, method of installation)
9. Lighting Plan
10. Floor Plan
11. Exterior Building Elevations
12. Building Material Sample Board

In addition to the items on this list, Village Staff and/or the Plan Commission may require additional drawings and data to be submitted for approval.

If any public improvements or work is to be done in the Public Right-of-Way, the Village will require that a Developer's Agreement be submitted and approved by the Village Board.