

New Business Check List

Occupancy Certificate?

- All new businesses in Hales Corners require an Occupancy Permit application and the necessary inspections be completed prior to the planned open date.

Making Sign Changes?

- Check the sign code to verify the proposed signage changes are allowed within the properties zoning.
- If the proposed sign is to be placed in public road right-of-way it must be reviewed by the Board of Appeals or Plan Commission for vehicular hazard and obstruction.
- If the sign is larger than allowed, electronic, or a pylon sign it will require review by the Plan Commission.

Exterior Alterations?

- Any changes in the appearance to the outside of the building will require site plan review by the Plan Commission.

OCCUPANCY INFORMATION AND PROCEDURES

Village of Hales Corners

5635 S. New Berlin Rd., Hales Corners, WI 53130

414-529-6161

An Occupancy Permit Application is required when you establish your business or organization in a new or existing building, for new residential construction, and special instances as required by the building inspection department. The occupancy application requires a team of inspectors to inspect the premises you wish to occupy. Re-inspections and additional fees may be required. The Occupancy Permit Certificate needs to be issued before you can occupy the space and/or open your business. The Village will have **3 business days after ALL inspections** are complete and signed off to process and issue the occupancy permit.

PROCEDURE:

- Submit a completed Occupancy Permit form and pay required fee to the Village of Hales Corners.
- When all work is completed and you would be ready to occupy the space, **CALL TO SCHEDULE FOR INSPECTIONS.**
- CALL 414-423-2100 x 3107 to schedule all building and electrical inspections. A minimum of 72 business hours is needed to schedule these appointments.
- CALL **Fire Department 414-529-6168** to schedule fire inspection. A minimum of 72 business hours is needed to schedule these appointments. Building permit work should be complete.
- CALL **Health Department 414-529-6155** for requirements and required licenses. A food license application with separate fees will be required if you intend to sell, serve or process food. Completed application and fees must be submitted at least 4 weeks in advance of anticipated opening of the establishment. Inspection required for massage/tattoo establishments.
- Other licenses:
Any additional licenses such as alcohol and/or beer are required and issued through the **Village Clerk's office 414-529-6161**. The Village has quotas on these licenses and they may not be available for new businesses! Application should be made at least 6 weeks in advance as these require public notice and Village Board approval. Licenses will not be issued until the occupancy permit certificate is issued.
- Village will issue occupancy permit certificate (will be mailed unless other arrangements are made) once all inspections are complete and signed off as completed at Village Hall.
- YOUR FAILURE to complete the requirements above, may result in you not being able to operate your business and/or fines.

OCCUPANCY

Rev 02/03/2020

VILLAGE OF HALES CORNERS
5635 S. New Berlin Road
Hales Corners, WI 53130
P:414-529-6160/F:414-529-6179
www.halescorners.org

Occupancy _____ HALE
Permit No. _____

Tax Key: _____

ZONING: _____

Building Address: Suite/Unit#	Business Name/Type:
Property Owner Name or Legal Entity (if applicable)	Tenant Contact:
Owner Phone:	Tenant Phone:
Owner Email:	Tenant Email:
Address/City/State/Zip:	Former Occupant (if known)

BUILDING IS: Residential (\$50) Commercial (\$205) Special use Temporary - 6 mos. or less (\$80)

INTENDED USE: _____

DATE REQUESTED TO OCCUPY SPACE: _____ (MUST SUBMIT 14 DAYS PRIOR)

WILL THERE BE ANY ALTERATIONS TO THE SPACE YOU WILL BE OCCUPYING? YES/NO (circle one)

IF SO, WHAT PERMITS WILL BE NEEDED? Building / HVAC/ Electrical / Plumbing (circle all that apply)

Note: Any alteration building, electrical, plumbing, or HVAC work done will require permits approved by the Building Inspector and possible State Plan Approval prior to issuance of occupancy permit, please plan accordingly.

Is a Sign needed for the business? YES/NO (circle one) If yes, this will require a permit for a temporary and/or permanent Sign.

It is hereby agreed between the undersigned and the Village of Hales Corners that all work performed as herein described shall be completed in strict compliance with the Village of Hales Corners Municipal Code and all laws of the State of Wisconsin relating to such work. Furthermore, by signing this application, or by authorizing an agent to sign this application, the owner/tenant acknowledges that an inspection or inspections of the work herein described are required and consents to the entry onto the subject property by an employee of the Village of Hales Corners to perform all necessary inspections. Said inspection(s) shall only be made at reasonable times and by appointment or notice.

Applicant's Signature

Date

Building Inspection: 414-423-2100 x-3107 Fire Department: 414/529-6168 Health Department: 414/529-6155

FOR OFFICE USE ONLY:

Certificate Issued by: _____

Date Issued: _____

Permit Issued by: _____

Date Issued: _____

Building/Plumbing Inspector: _____

Date Complete: _____

Electrical Inspector: _____

Date Complete: _____

Fire Inspector: _____

Date Complete: _____

Health Department: _____

Date Complete: _____

Date Sent To Inspectors: _____

SIGN
(Application)

VILLAGE OF HALES CORNERS
5635 S. New Berlin Road
Hales Corners, WI 53130
P:414-529-6161/F:414-529-6179
www.halescorners.org

Permit No. _____

Tax Key: _____
***PLEASE PRINT

Building Address:	Business Name:
Contractor :	Tenant Contact:
Address/City/State/Zip	Phone No.
Email	Email
Phone No.	Property Owner Name/Phone:

ZONING: _____
NUMBER & TYPE OF EXISTING SIGNS IF ANY: _____

SIGN IS: **Temporary -14 days (\$30)** DATES: _____

Proposed Square Footage of Signage (cannot exceed 35 square feet in area): _____

Type of Material (submit scale colored drawing/photo): _____

Location of Signage (Building or Site): _____

Permanent (\$1.50 per sq. ft. of area NOTE: Round SF up to next whole number -\$60 minimum)
\$ _____

Proposed Square Footage of Signage: _____

Type of Material (submit scale colored drawing/photo): _____

Location of Signage (Building or Site): _____

Number of existing Signs: _____ Total Square Footage: _____

Type of Sign (circle): Monument / Building / Pylon / Other: _____

Height to top of sign: _____ Height to lower edge of sign: _____

Is the sign illuminated (circle): YES / NO -----*If so, Electrical permit is required.*

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Applicant's Signature: _____ Date: _____

Property Owner Signature (**Required if different from Applicant**): _____ Date: _____

FOR OFFICE USE ONLY Approved By: _____ Date: _____
Issued By: _____ Date: _____

VILLAGE OF HALES CORNERS PLANNING COMMISSION APPLICATION CHECKLIST

GENERAL SUBMITTAL REQUIREMENTS

- Applications are due 45 days prior to the Plan Commission meeting.
- Thirteen (13) **folded** reduced size (11" x 17") copies of all plans are required at a standard engineering scale of 40' per inch or less.
- Two (2) **folded** full size copies of all plans are required at a standard engineering scale of 40' per inch or less.
- Completed and signed Agreement for Charge Back of Planning and Development Consulting Fees Form
- A USB drive with all plans, photographs, and supporting documents on it. Plans must be submitted in Adobe PDF format.

NOTE: The Village recommends that a professional engineer, architect, or designer prepare the plans. Your application will not be put on the agenda until staff is satisfied that all materials have been provided and all concerns have been addressed. Any revisions to plans will require a re-submittal of all items listed above, fees may apply.

FOR ALL PUBLIC HEARINGS:

- Applicant must provide all addresses of those in a 300 foot buffer of the site. Publication of a class 2 notice is required (Wis. Stat. Ch. 985)
**Conditional Use Note: Sec. 8-6-4(a)(2) and 8-6-6 only require a 100 foot buffer and a Publication of class 2 notice.*

A SITE PLAN INCLUDING:

- Name of the owner/developer as well as the person/firm that prepared the plans with addresses and phone numbers for both.
- The most current date of preparation or revision.
- Scale, North arrow, ¼ section vicinity location and parcel key number with applicable existing street names noted.
- Area of the site, as well as square footage devoted to building space, parking, other paving, landscaping and open space.
- All paved areas - proposed and existing - including, but not limited to, parking, loading, driveways, driveway openings, curbing, sidewalks, paths, and outdoor seating areas.
- Parking lot layout including
 - Number of spaces (including accessible spaces)
 - Number of employees per shift
 - Dimensions
 - Setbacks
- Detailed building locations with setbacks noted on the plan.
- A detailed and dimensioned elevation of any proposed or existing signage, including copy and color schematic, with the location of existing and proposed signage.
- Location, type, and height of all proposed and existing fences or walls.
- Location and materials for dumpster enclosures (materials should match those found on the building).
- Location of all outdoor storage areas and the proposed items to be stored.
- Location of existing and proposed fire hydrants (public and private).
- Location of any wetlands, floodplain, ponds, rivers, streams or other water features.
- Locations of existing and proposed sanitary sewer, storm sewer, and water mains and any existing and proposed easements.
- Locations of loading births.
- Fire Protection plan if required.

A BUILDING PLAN:

- Detailed elevations with scale and schematics of all proposed buildings and structures. Elevations must note all materials used and proposed color scheme.
- A colored, architectural rendering of all proposed buildings and structures including existing structures within a five hundred (500) foot buffer to assess massing and contextual appropriateness.
- Rooftop mechanicals must be depicted on the elevation drawings and drawings must depict how they will be screened.
- Any proposed light fixtures, signage, awnings or other exterior features must also be depicted on the plans.
- Interior floor plan with dimensions and number of units and types.

A LIGHTING PLAN INCLUDING:

- Exterior lighting plans, including location, illumination levels (in foot-candles), and type with photometric analysis
- Types of fixtures and poles (including height) being proposed for the site. A brochure or spec. sheet from the manufacturer is required.

A UTILITY PLAN INCLUDING:

- Existing and proposed grades, and site drainage plans, including catch basin locations. All paved areas and buildings must be connected to the storm sewer system, if available.
- Locations of existing and proposed sanitary sewer, storm sewer, and water mains and any existing and proposed easements.

A SITE GRADING PLAN

- All grading plans shall be designed, prepared, stamped, and signed by a qualified, professional, and registered engineer in the State of Wisconsin.
- Existing and proposed contours
- Initial soils test
- Location of stormwater holding areas

A STORMWATER MANAGEMENT PLAN

- Completed storm water management permit application and applicable fee.
- Two (2) copies of the storm water management report (see checklist in permit application for required information).
- Two (2) copies of the site and drainage map (see checklist in permit application for required information).
- Two (2) copies of the erosion control plan and schedule.
- Signed maintenance agreement.



Village of Hales Corners

5635 S. New Berlin Rd, Hales Corners, WI 53130

Plan Commission Application

Unless otherwise noted all Plan Commission meetings will be held the 3rd Monday of each month at 6:30pm at Hales Corners Village Hall.

All applications are due 45 days prior to the Plan Commission meeting.

Proposed Project Details: proposal, plan of operation, hours of operation, frequency of deliveries to site, number of employees, description of any interior/exterior modifications or additions to be made to property, any outside storage (dumpsters, trucks, materials for sale, etc), number of employees per shift, number of parking stalls, and any other information that is available. (Please submit attachment)

APPLICANT

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip _____

Phone No: _____

Email: _____

PROPERTY INFORMATION

Property Address: _____

Tax Key Number: _____

Current Zoning: _____

Property Owner: _____

Property Owner's Address: _____

Existing Use of Property: _____

APPLICANT IS REPRESENTED BY

Name: _____

Address: _____

City: _____ State: _____ Zip _____

Phone No: _____

Email: _____

Note: Representative's address will be used for all official correspondence

Please reference our Zoning Code-Chapter 445 of the Village Municipal Code for more details.

- Site Plan Review - \$350
- Temporary Use - \$300
- Conditional Use Permit - \$200
- Sign Plan Review (w/electronic message board) - \$200
- Zoning Code or Map Change/Amendment - \$300
- Planned Unit Development/Amendment - \$200
- Special Meeting - \$200
- Preliminary Subdivision Plat - \$400
- Final Subdivision Plat - \$200
- Certified Survey Map - \$125
- House or Building Moving Approval - \$200
- Storm Water Management Application - \$200
- Bed & Breakfast Conditional Use Permit - \$200

By signing this application I hereby acknowledge the application fees shall be paid at the time of submittal which are **NON-REFUNDABLE** and that any further fees, costs or charges incurred by the Village shall be the responsibility of the applicant. If such fees are not paid they will go through the tax roll process and have the potential be placed on the property taxes for that year.

Signature _____ Date: _____

For Office Use Only:

Date Submitted: _____	Plan Commission Date: _____	Village Board Action: ___ Approve ___ Deny ___ Other
Amount Paid: _____	Public Hearing Date: _____	Date: _____
Accepted By: _____	Plan Commission Action: _____	
Revision Date: 06/15/2021	Publication Notice Date: _____	Zoning Amendment Publication Date: _____

**Village of Hales Corners
Plan Commission
414-529-6161
5635 S. New Berlin Rd., Hales Corners, WI. 53130**

**AGREEMENT FOR CHARGE BACK OF PLANNING AND DEVELOPMENT
CONSULTING FEES**

Village of Hales Corners Resolution 16-57, A Resolution Authorizing Certain Officials to Execute an Agreement for Ongoing Planning and Development Services with Graef-USA, Inc., was adopted on September 12, 2016. The Resolution authorizes on-going planning and development services with Graef-USA, Inc., a professional engineering consulting company. Professional charges incurred with Graef-USA, Inc. on behalf of a **Plan Commission applicant's application or proposal** (to be submitted at time of Charge Back form submittal) to the Village of Hales Corners will be the responsibility of the applicant and/or property owner(s) for the cost of the services, in addition to the stated Plan Commission application fee.

A signed Charge Back Agreement form by the property owner or applicant is required prior to being placed on a Plan Commission meeting agenda. Graef-USA, Inc. will invoice the Village of Hales Corners, and subsequently the charges will be invoiced to you as the applicant. Failure to pay for charges incurred and invoiced to you per this agreement, may result in delays or no action regarding your application or proposal. The Village may follow any other legal means to collect the amount owed. The application fee is non-refundable.

(A) Professional Fees Charge Back

Whenever the Village incurs professional fees in considering certified survey map(s), subdivision plat(s), re-zoning petitions(s), conditional use permit petition(s), site development applications(s), and/or other petition(s) related to the development of land in the Village, the Village shall charge the professional charges incurred by the Village to such applicant/property owner(s) pursuant to Wis. Stat. S 66.0627(4).

(B) Time to Pay. The Village shall give the applicant/property owner(s) billed for current services as provided for herein notice that they shall have a specified period of time not more than thirty (30) days to pay. Said notice shall include an itemized statement of the professional services fees being charged. Any disputed charges shall be submitted in writing to the Village Administrator. The Village may follow any other legal means to collect the amount owed. Additionally, the Village may charge all delinquent amounts, together with any interest and penalties, against the property on the tax roll as provided by law.

I, the undersigned, hereby acknowledge that I have read this agreement and I shall be responsible for the fees incurred by the Village and, in the event I fail to timely pay such charges, the Village can assess them against my property as a special charge together with any accrued interest.

Property Owner Signature *Required: _____

Printed Name: _____

Applicant's Signature (If not Property Owner): _____

Printed Name: _____

Date: _____

Footnote: Wisconsin Statute 66.0628
Fees imposed by a political subdivision.

(1) In this section:

(a) "Political subdivision" means a city, village, town, or county.

(b) "Reasonable relationship" means that the cost charged by a political subdivision for a service provided to a person may not exceed the political subdivision's reasonable direct costs that are associated with any activity undertaken by the political subdivision that is related to the fee.

(2) Any fee that is imposed by a political subdivision shall bear a reasonable relationship to the service for which the fee is imposed.

(3) If a political subdivision enters into a contract to purchase engineering, legal, or other professional services from another person and the political subdivision passes along the cost for such professional services to another person under a separate contract between the political subdivision and that person, the rate charged that other person for the professional services may not exceed the rate customarily paid for similar services by the political subdivision.

2022 Plan Commission Meeting Dates (Monday-6:30pm)

Any recommendations for Village Board approval will occur the following Monday.

Month	Due Date	Month	Meeting Date
December	3	January	17
January	7	February	21
February	4	March	21
March	4	April	18
April	1	May	16
May	6	June	20
June	10	July	18
July	8	August	22
August	5	September	19
September	2	October	17
October	7	November	21
November	4	December	19

In order for the application to be complete, you must sign the Charge Back Form, provide 13 copies of everything you are submitting, and submit payment.