



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.

APPLICATION TYPE-CHECK ALL THAT APPLY

- 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 PLANNING COMMISSION APPLICATION CHECKLIST

GENERAL SUBMITTAL REQUIREMENTS

- Applications are due 45 days prior to the Plan Commission meeting.
 - Ten (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.
 - A CD ROM 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)

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.
- 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.

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 preferred.

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.

A LANDSCAPING PLAN INCLUDING:

- Landscaping plan must show all utility easements and fire hydrants.**
- Number, size, and type of all existing and proposed trees, shrubbery, planters, planting areas, landscape islands, and greenspace, on the site.
- Screening plan for any outdoor storage
- Commercial properties must provide a landscape buffer between adjacent properties, adjacent to public streets, and any paving on the site. Planting islands in parking lots must be landscaped.

VILLAGE OF HALES CORNERS
PLAN COMMISSION PROCEDURES AND PROCESS
414-529-6161
5635 S. NEW BERLIN RD. HALES CORNERS, WI 53130

1. Applicant contacts Staff to meet for pre-development consultation(s). If appropriate, Staff involves Planning Consultant to discuss site concept before it is engineered. Consultations would include:
 - Participate in concept review meeting.
 - Address project-specific concerns of both the applicant and the Village to align private interests with community goals and objectives.
2. Applicant submits project materials and application to Staff.
 - Initial review by Staff determines appropriateness and completeness of Submitted materials for inclusion on the next available Plan Commission agenda.
 - Circulate items to department for review and recommendations
 - Planning Consultant
 - Building Inspection-if necessary
 - Fire Department
 - Public Works
 - Departments and consultant generates a recommendation regarding the proposal based upon conformity with Zoning Code, Comprehensive Plan consistency, architectural compatibility and project qualities.
 - Staff prioritizes Plan Commission agenda to ensure efficiency and timeliness of meeting.
3. Staff prepares any necessary public hearing notices and ensure they are published properly.
4. On projects submitted where there is a) any commercial expansion, b) any new home construction proposed, including demolition and redevelopment of any site or a vacant parcel or c) any proposed expansion or creation of any multi-family residential unit with three (3) or more proposed units, notice to surrounding property owners will be sent no later than the 1st of the month upon which the application will be heard by the Plan Commission.
5. Project materials, consultant recommendations, agenda and previous month's meeting minutes are sent to Plan Commission members, Village Board and other departments ten (10) business days prior to the scheduled meeting.
6. Plan Commission meeting. (Site plan review, conditional use, rezone, etc.) Applicant and/or representative must be in attendance to present project.
7. Minutes of meeting documented with approval conditions listed for each item. Approved each month by Plan Commission.