

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 berths.
- ☐ 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.

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: _____
Amount Paid: _____
Accepted By: _____
Revision Date: 06/15/2021

Plan Commission Date: _____
Public Hearing Date: _____
Plan Commission Action: _____
Publication Notice Date: _____

Village Board Action: _____ Approve ___ Deny ___ Other
Date: _____
Zoning Amendment Publication Date: _____

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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
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 MSA Professional Services Inc., was adopted on September 12, 2016. The Resolution authorizes on-going planning and development services with MSA Professional Services Inc., a professional engineering consulting company. Professional charges incurred with MSA Professional Services 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. MSA Professional Services 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.

2026 Plan Commission Meeting Dates (Monday-6:30pm)

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

Month	Mtg Date	Month	Due Date
January	19	December	5
February	16	January	2
March	16	January	30
April	20	March	6
May	18	April	3
June	15	May	1
July	20	June	5
August	17	July	3
September	21	July	31
October	19	September	4
November	16	October	2
December	21	October	6