



MISHICOT *Wisconsin*

511 East Main Street – Mishicot, WI 54228

920-755-2525 phone - 920-755-2552 fax

clerk@vi.mishicot.wi.gov - <http://www.vi.mishicot.wi.gov>

Hours: Mon., Wed. & Thurs.: 9:00am - 4:30pm. Tue. & Fri.: 9:00am – 12:00pm

SITE PLAN REVIEW APPLICATION INSTRUCTIONS

The Village of Mishicot requires the review of site plans for potential development according to Chapter 395-48 of the Village of Mishicot Zoning Ordinance. Applicants are encouraged to review this portion of the Ordinance before submitting an application due to the detailed requirements set forth by the Ordinance. A meeting with the Village Clerk or designee is also required prior to submittal of the application to discuss the nature of the proposed development.

Once deemed complete, your site plan review application, along with Village Staff comments, will be forwarded to the Village of Mishicot Planning Commission (PC) for review and recommendation. The Village of Mishicot PC meets as needed so the application will trigger the scheduling of that meeting. The PC's recommendation is forwarded to the Village Board for final review.

The Village Board meets the first and third Tuesday of each month. The Village Board makes the final decision relative to the approval or denial of the Site Plan.

A timeline for application review by the Village will be set by the Village Clerk during the initial application consultation with the applicant or their designated agent.

1. General Requirements:
A site plan must be submitted and reviewed prior to an application for a building permit. Any conditions as required through the issuance of a Conditional Use Permit shall be addressed by the site plan review application if applicable.
2. Application Requirements:
Fill in and sign the attached application form with **ALL** required information. Please note that certain information can be obtained off the tax bill, deed or the Manitowoc County GIS mapping system available on-line. Please note the application includes a detailed checklist of all items and information required as part of site plan.
3. Filing:
File the completed application, site plan maps/drawings, filing fee and any other support information with the Village Office. We suggest scheduling an appointment with Village Clerk or the assign contact when filing the application to confirm that all necessary information is being submitted. **Incomplete applications may be delayed until all necessary information has been submitted.** The completeness of the application will determine the review timeline.

4. Application fees are non-refundable.

If you have any questions concerning the application procedure, please contact the Village Clerk. Office hours and contact information is listed on the top of this instruction sheet.