



# APPLICATION FOR PLAN COMMISSION REVIEW

Village Hall  
P.O. Box 47  
129 West Main Street  
Wales, WI 53183  
PHONE (262) 968-3968  
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APPLICATION FOR: ☐ **NEW CONSTRUCTION** (Submit Articles A, B, C, D, E, F) ☐ **ADDITION** (Submit Articles A, B, C, D, E, F) ☐ **FENCE** (Submit Article F)  
☐ **TENANT SPACE** (Submit Articles D, E, G) ☐ **BUSINESS PLAN OF OPERATION** (Submit Article G)  
☐ **SIGNAGE** (Submit Article E) ☐ **OTHER** \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

PROJECT LOCATION \_\_\_\_\_

PROPOSED USE \_\_\_\_\_

PRESENT ZONING OF PROPERTY \_\_\_\_\_

NO. OF EMPLOYEES \_\_\_\_\_

PROPERTY OWNER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE(\_\_\_\_\_) - \_\_\_\_\_ E-MAIL \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ARCHITECT/ENGINEER'S ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE(\_\_\_\_\_) - \_\_\_\_\_ E-MAIL \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE(\_\_\_\_\_) - \_\_\_\_\_

**\*\*\*Required submittals shall include one (1) set of 11" x 17" size drawings and one electronic copy of all submittals.\*\*\***

Indicate items that you wish to have reviewed under this submittal.

- A. ☐ **SITE PLAN – MUST include ALL of the Following Items:**
- ☐ Grading Plan including Final Grades – Drawn to Scale
  - ☐ Storm Water Management Design with Review Letter from Village Engineer
  - ☐ Review by Fire Department
  - ☐ Perc Testing / Septic Location
  - ☐ Setback Lines for Building and Parking
  - ☐ Parking Lot Indicating Parking Stall Layout and Dimensions
  - ☐ Exterior Signage Location
  - ☐ Green Space Calculations
  - ☐ Roads / Drives
  - ☐ Building(s) Locations
  - ☐ Dumpster Location and Screening Design
  - ☐ All Site Items Dimensioned

## APPLICATION FOR PLAN COMMISSION REVIEW (Continued)

**B. ☐ LANDSCAPING PLAN – MUST include ALL of the Following Items:**

- ☐ Landscaping Plan – Drawn to Scale
- ☐ Plant Species
- ☐ Plant Size at Time of Installation
- ☐ Mulch Materials

**C. ☐ SITE LIGHTING PLAN – MUST include ALL of the Following Items:**

- ☐ Site Lighting Plan – Drawn to Scale
- ☐ Pole Lights, Building-Mounted Lights, Soffit Lights – Locations Indicated on Plan
- ☐ Photometric Plan Indicating Foot Candle Intensity at Each Exterior Light Fixture
- ☐ Light Fixture Cut Sheets and Lamp Wattage for Each Exterior Fixture

**D. ☐ ARCHITECTURAL DESIGN PLAN – MUST include ALL of the Following Items:**

- ☐ Building Floor Plan(s) – Drawn to Scale
- ☐ Building Exterior Elevations indicating Building Height and Building Materials
- ☐ Building Color Scheme (Colored Elevations or a Colored Rendering)
- ☐ Physical Samples of Building Materials (Only Required at the Plan Commission Meeting)

**E. ☐ SIGNAGE DESIGN – MUST include ALL of the Following Items:**

- ☐ Site Plan indicating Sign Location and Set Back Distances
- ☐ Sign Dimensions, Width, Depth, and Length, Heights Off Grade,
- ☐ Illumination Design of Sign (if applicable) Indicating Light Fixture Cut Sheets with Lamping and Controls
- ☐ Verbiage of Sign
- ☐ Color Scheme of Sign (Colored Elevations or a Colored Rendering)
- ☐ Sign Permit

**F. ☐ FENCING DESIGN – MUST include ALL of the Following Items:**

- ☐ Site Plan Drawn to Scale Indicating Accurate Location of Fencing Relative to Property Lines
- ☐ Height of Fence
- ☐ Design of Fence – Materials, Style, and Construction Details
- ☐ Color of Fence

**G. ☐ BUSINESS PLAN OF OPERATION:**

- ☐ Business Plan of Operation Form Completed
- ☐ Certificate of Occupancy-Commercial \$50.00 fee

Official Use Only:

Date Application Received:			
Plan Commission Meeting Date:			
Review Required by Fire Chief:	_____ YES	_____ NO	Date Sent _____ Date Received _____
Review Required by Village Engineer:	_____ YES	_____ NO	Date Sent _____ Date Received _____