



# 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)  
 **TENANT SPACE**  
(Submit Articles D, E, G)  **BUSINESS PLAN OF OPERATION**  
(Submit Article G)  
 **SIGNAGE**  
(Submit Article E)  **OTHER** \_\_\_\_\_

**FENCE**  
(Submit Article F)

**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_____