



PLANNING AND COMMUNITY DEVELOPMENT AGENDA APPLICATION

Applications are to be submitted to the Clerk’s Office by the following deadlines:

Regular applications are due 15 days prior to the next regularly scheduled Plan Commission, Lake Welfare Committee, or Public Works Committee* meeting.

Public Hearing applications are due 30 days prior to the next regularly scheduled Plan Commission meeting.

SUBMITTALS ARE REVIEWED AND STAMPED BY THE CITY PLANNER FOR COMPLETENESS. INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED AND/OR POSTED TO THE AGENDA.

A complete submittal includes the following documents:

- Completed and signed Agenda Application and Professional Services Reimbursement Form.
- Application fee with check made payable to the City of Delafield.
- One (1) set of full application and supporting documents with reduced scale drawings (11”x17) as well as one (1) set of full-size plans which shall be folded. For PWC appearances, two (2) sets of full application and supporting documents with reduced scale drawings (11”x17”), one (1) set of full-size plans which shall be folded, AND ten (10) sets of reduced size copies (11”x17”) of plans must be provided. Copies shall be provided in color when applicable.
- One (1) full digital copy of application, including plans and all submittal documents in the following formats - .pdf, .jpg, or .tif. This should be a converted digital file or scanned copy, not a photo of the documents. Digital copies should be provided on a flash drive or, size permitting, can be emailed to the City Planner (rtdupler@gmail.com) and the Clerk’s Office (clerksoffice@ci.delafield.wi.us). CD’s will not be accepted.
- Completed checklist for corresponding submittal. Checklists can be found on the City website’s Planning and Community Development page- <http://www.cityofdelafield.com/491/Planning-and-Community-Development>.
- Any other documents as requested by the City Planner.

Please indicate the agenda you are applying for:

- Plan Commission** - meetings are held the last Wednesday of the month at 7:00PM at City Hall in the Council Chambers unless otherwise noted. Applicants **MUST** be in attendance at the meeting or action **WILL NOT** be taken by the Plan Commission.
- Lake Welfare Committee** - meetings are held the second Wednesday of the month at 6:00PM at City Hall in the Council Chambers unless otherwise noted. Applicants **MUST** be in attendance at the meeting or action **WILL NOT** be taken by the Lake Welfare Committee.
- Public Works Committee** - meetings are held the first Wednesday of the month at 6:30PM at City Hall in the Council Chambers unless otherwise noted. Applicants **MUST** be in attendance at the meeting or action **WILL NOT** be taken by the Public Works Committee. *Applicants whose submittals will be moving from Plan Commission (PC) to Public Works Committee (PWC) must have their packets in by the Thursday after the PC meeting. If not able to furnish copies by 4:30 on that Thursday, the item will be pushed to the next available PWC meeting. To ensure a timely turnaround, it is recommended to have the PWC application completed before PC meeting.

Please contact City Planner, Roger Dupler, with any questions regarding this application at 262-505-3258, rtdupler@gmail.com.

FOR OFFICE USE ONLY:

Planner Review:

Agenda Information:
DELIC _____
DELIC _____
Meeting Date _____

DATE SUBMITTED

PROPERTY OWNER INFORMATION

Name: _____

Signature: _____

Mailing Address: _____
Suite/Unit City State Zip

Phone - Day: _____ Phone - Evening: _____

E-Mail Address: _____

APPLICANT INFORMATION

(Skip if it is the same as above)

Name: _____

Mailing Address: _____
Suite/Unit City State Zip

Phone - Day: _____ Phone - Evening: _____

E-Mail Address: _____

TAX KEY: DELC _____ *(must be filled in by the applicant)*

PLANNING AND COMMUNITY DEVELOPMENT AGENDA APPLICATION CHECKLIST

City Applicant

- 1. Contact the City Planner, Roger Dupler. Agenda placement for completed applications occurs 15 days before the associated committee meeting. Applicants are encouraged to coordinate with the City Planner well in advance.
 - Phone: (262)505-3258
 - Email: rtdupler@gmail.com
- 2. Application and Fee(s)
- 3. Digital Copies - Application and ALL additional submittal documents provided on a flash drive or emailed to appropriate recipients in the following formats: .pdf, .jpeg, or .tif.
- 4. Professional Services Agreement – required for all applications.
- 5. Corresponding Checklists
- 6. Copies* of submittals
 - 1 set of full application and supporting documents with reduced scale drawings (11"x17"); 1 set full size drawings, folded
 - PWC Only - 2 sets of full application and supporting documents with reduced scale drawings (11" x 17")
 - PWC Only - 1 set full size drawings, folded; 10 sets reduced scale drawings (11"x 17")
- 7. Site pictures if needed
 - Subject Parcel
 - Surrounding and Adjacent Parcels
- I have read the requirements listed and understand my submittal will only be posted to the respective agenda when complete.

*Copies not provided will be generated by City Hall at the expense of \$2.00/page.

Please check the box by the item you are applying for.

<u>TYPE OF REVIEW APPLICANT IS REQUESTING</u>		<u>FEE</u>
<input type="checkbox"/>	Preliminary/Conceptual Project Presentation	\$0
<input type="checkbox"/>	Public Works Committee Fee	\$150
<input type="checkbox"/>	Business Plan of Operation (BPO) – Zoning Code Section 17.33	\$50
<input type="checkbox"/>	Permanent Sign Application – Zoning Code Section 17.64-74	\$175
<input type="checkbox"/>	Boat House – Zoning Code Section 17.22	\$150
<input type="checkbox"/>	Certified Survey Map (CSM) – Zoning Code Section 18.31	\$200
<input type="checkbox"/>	Conditional Use Public Hearing / Permit – Zoning Code Section 17.40-42	\$250
<input type="checkbox"/>	Conditional Use Public Hearing / Permit for Planned Developments General Development Plan (GDP) – Zoning Code Section 17.75-76	\$250
<input type="checkbox"/>	Conditional Use Public Hearing / Permit for Planned Developments Specific Implementation Plan (SIP) – Zoning Code Section 17.75-76	\$350
<input type="checkbox"/>	Site Plan and Appearance Review – Zoning Code Section 17.28-29	\$150
<input type="checkbox"/>	Extraterritorial Certified Survey Map – Zoning Code Section 18.31	\$75
<input type="checkbox"/>	Final Plat – Less than 20 acres – Zoning Code Section 18.27-28	\$190
<input type="checkbox"/>	Final Plat – More than 20 acres – Zoning Code Section 18.27-28	\$190 + \$2 per acre
<input type="checkbox"/>	Preliminary Plat – Less than 20 acres – Zoning Code Section 18.25-26	\$250
<input type="checkbox"/>	Preliminary Plat – More than 20 acres – Zoning Code Section 18.25-26	\$250 + \$2 per acre
<input type="checkbox"/>	Zoning / Comprehensive Plan Amendment – Zoning Code Section 17.87-88	\$250

