



PLAN COMMISSION AGENDA APPLICATION

- Plan Commission meetings are held the last Wednesday of the month unless otherwise noted.
- Applicants **MUST** be in attendance at the meeting.
- Completed forms must be received in the Clerk's Office 15 days prior to a scheduled Plan Commission meeting with the appropriate submittal requirements. The appropriate number of copies (11) plus the signed original application and supporting documents.
- Conditional Use applications and submittal documents must be received in the Clerk's Office 28 days prior to the Plan Commission meeting in order to be properly noticed and placed on the agenda for a public hearing.
- **ALSO REQUIRED FOR ALL MAPS, PLATS & CONSTRUCTION PLANS:** Must be submitted with this application as a *PDF file along with 11 full-size copies and 1 reduced (11" x 17" Ledger Size) copy.

**FOR OFFICE USE ONLY:
DATE SUBMITTED**

Property Owner Name: _____

Property Owner Mailing Address: _____
City State Zip

Phone (day): _____ Phone (evening): _____

E-Mail Address: _____

Applicant Name: _____

Applicant Mailing Address: _____
City State Zip

Phone (day): _____ Phone (evening): _____

E-Mail Address: _____

Property Address: _____
City State Zip

Tax Key Number: DELC _____ Current Zoning: _____

I, _____ (owner's name), authorize the following named agent to represent my interests in the property described above for the purpose of this permit application.

Owner's Signature _____ Date _____

I am aware of the requirements of Chapter 17 Zoning Ordinance, City of Delafield and I understand the procedures and fees associated with this application.

Applicant's Signature _____ Date _____

City Official Accepting Form & Date

TYPE OF REVIEW APPLICANT IS REQUESTING

APPLICATION FEE

Business Plan of Operation

- Business Type: _____
- Business Name: _____
- Number of Employees: _____ Part-Time _____ Full-Time \$0
- Proposed hours of operation: Weekdays: _____ a.m. to _____ p.m.
Saturday: _____ a.m. to _____ p.m.
Sunday: _____ a.m. to _____ p.m.
- Special Events: _____

Certified Survey Map (CSM) \$100

Conditional Use Public Hearing / Permit

SUBMITTAL REQUIREMENTS

- Scaled site plan (1" - 100 or larger scale) showing:
 - Property boundaries and dimensions
 - Existing and proposed vegetation
 - Existing building and proposed buildings with dimensions and yard setbacks
 - Existing and proposed driveways and off-street parking areas\$200
- Existing Land Use: _____
- Proposed Land Use: _____

Conditional Use Public Hearing / Permit for Planned Developments

SUBMITTAL REQUIREMENTS – GENERAL DEVELOPMENT PLAN (GDP)

- General site plan General landscape plan \$200
- Building elevation plans (if available at the PD-GDP stage)
- General grading and storm water management plan

Conditional Use Public Hearing / Permit for Planned Developments

SUBMITTAL REQUIREMENTS – SPECIFIC IMPLEMENTATION PLAN (SIP)

- Detailed site plan Detailed landscape plan
- Building elevation plans Sign plans and colored rendering
- Colored rendering of the building Lighting plan (if required)
- Construction site erosion control plan (if required)
- Grading and storm water management plan (if required) \$100
- Existing Land Use: _____
- Proposed Land Use: _____

Extraterritorial Land Division Review \$0

Final Plat \$25

Preliminary Plat – 20 acres or less \$250

Preliminary Plat –21 acres or more \$250 +
\$2 per acre

Sign Permit (Staff Review)

Submittal Requirements

- Site plan showing the location of each sign on the property \$100
- Sign plan showing the dimensions and text of each sign
- Color rendering of each sign

Site Plan and Appearance Review

SUBMITTAL REQUIREMENTS

- Detailed site plan Detailed landscape plan
- Building elevation plans Sign plans and colored rendering \$100
- Colored rendering of the building Lighting plan (if required)
- Construction site erosion control plan (if required)
- Grading and storm water management plan (if required)

Special Meeting Actual Costs

After-the-Fact Applications Double Fees

Other (specify): _____ \$ _____