



# 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.
- **Four (4) copies of the application and ALL SUPPORTING DOCUMENTS.**
- **If submitting plans larger than 11x17, please also include (1) set of 11x17 plans.**
- 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.
- All documentation must be submitted as a \*PDF file on a disk or emailed to [ggresch@ci.delafield.wi.us](mailto:ggresch@ci.delafield.wi.us)
- **\*\*\*FEES HAVE BEEN INCREASED\*\*\***

**FOR OFFICE USE ONLY:  
DATE SUBMITTED**

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**~ INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED ~**

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

Parcel Number: DELC **\*\*THIS MUST BE FILLED IN\*\***

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 \_\_\_\_\_

**TYPE OF REVIEW APPLICANT IS REQUESTING**

**APPLICATION FEE**

**Business Plan of Operation**

- Business Type: \_\_\_\_\_
- Business Name: \_\_\_\_\_
- Number of Employees: \_\_\_\_\_ Part-Time \_\_\_\_\_ Full-Time \$50
- 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)** \$200

**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\$250
- 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 \$250
- 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) \$300
- Existing Land Use: \_\_\_\_\_
- Proposed Land Use: \_\_\_\_\_

- Extraterritorial Land Division Review** \$75

- Final Plat – 20 acres or less** \$190

- Final Plat –21 acres or more** \$190 +  
\$2 per acre

- Preliminary Plat – 20 acres or less** \$250

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

**Site Plan and Appearance Review**

**SUBMITTAL REQUIREMENTS**

- Detailed site plan  Detailed landscape plan
- Building elevation plans  Sign plans and colored rendering \$150
- 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

**Zoning Amendment**

Rezone From: \_\_\_\_\_ to \_\_\_\_\_

**Submittal Requirements**

- Scaled Site Plan (1" – 100 or larger scale showing):
  - Property boundaries & dimensions, existing and proposed vegetation
  - Existing building and proposed buildings with dimensions and yard setbacks
  - Existing and proposed driveways and off-street parking areas\$250

\*\*Completed applications and all required materials for zoning ordinance amendments must be submitted to the City Clerk by the first Friday of the month in order to be properly noticed and placed on the agenda for a public hearing before the Plan Commission.