



# City of Oak Creek Plan Commission Application

**Meeting Dates: 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays of each month (except holidays).**  
**All applications are due four (4) weeks prior to a Plan Commission meeting.**  
**Please see reverse side for submission checklist.**

It is the responsibility of any person/firm to contact the Community Development Department (414-766-7027 or kpapelbon@oakcreekwi.org) prior to any submittal. It is also suggested that the applicant contact the District Alderman and the Mayor with respect to the proposed development.

**PLEASE TYPE OR PRINT. ILLEGIBLE OR INCOMPLETE APPLICATIONS WILL BE RETURNED.**

### APPLICANT

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email \_\_\_\_\_  
Project Name/New Company Name (if applicable) \_\_\_\_\_

### PROPERTY INFORMATION (All properties in proposal)

Property Address \_\_\_\_\_  
Tax Key Number \_\_\_\_\_  
Current Zoning \_\_\_\_\_  
Property Owner \_\_\_\_\_  
Property Owner's Address \_\_\_\_\_  
Existing Use of Property \_\_\_\_\_

**APPLICANT IS REPRESENTED BY**  
(Representative's info will be used for all official correspondence)

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email \_\_\_\_\_

### APPLICATION TYPE - CHECK ALL THAT APPLY

- Site & Building Plan Review - \$850
- Temporary Use - \$600
- Landscaping Plan Review - \$550 (If separate from site plan)
- Lighting Plan Review - \$550 (If separate from site plan)
- Sign Plan Review - \$550
- Conditional Use Permit - \$1250
- Conditional Use Amendment - \$950
- Basic Rezoning - \$775
- Zoning Text Amendment - \$1000
- Certified Survey Map - \$525
- Affidavit of Correction - \$275
- Minor Land Division (lot line adjustment) - \$275
- Planned Unit Development - \$1700
- Amendment to Planned Unit Development - \$1100
- Preliminary Subdivision Plat - \$750
- Final Subdivision Plat - \$875
- Condominium Plat - \$875
- Official Map Amendment - \$1000
- Street or Right-of-Way Vacation - \$1000
- Comprehensive Plan Amendment - \$1000
- Plan Commission Consultation - \$400
- Special Meeting – Base fee + \$35 / citizen member
- Expedited Review – Base application fee + 50%\*

### \*EXPEDITED REVIEW ACKNOWLEDGEMENT

By signing this application form, Applicant acknowledges that expedited reviews are not guaranteed. Requests for expedited reviews will only be considered where permissible given available staff resources and public notice requirements.

I have read and understood the expedited review acknowledgement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Submitted: _____	<i>FOR OFFICE USE ONLY</i>	Accepted by: _____
Amount Paid: _____		

# CITY OF OAK CREEK PLAN COMMISSION APPLICATION CHECKLIST

**ALL APPLICATIONS** - Complete application package submissions are due four (4) weeks in advance of a regular Plan Commission meeting. Applications will not be scheduled for Plan Commission review until staff is satisfied that all materials have been provided and all concerns have been addressed. Any revisions to plans will require resubmission in DIGITAL format.

- Completed application forms with fee payment (physical copies and checks ONLY).
- Narrative description of proposal (see below).
- Digital copies** of all plans, photographs, and supporting documents. Plans **must** be submitted in **both** AutoCAD and PDF formats, and scalable to 40 feet per inch or less. Certain submittals, such as sign reviews and certified survey maps, do not require AutoCAD files; however, all plats (preliminary or final), site, landscaping, building, and engineering plans **must** be in PDF and an AutoCAD compatible format. Email all application submissions to [kpapelbon@oakcreekwi.org](mailto:kpapelbon@oakcreekwi.org).

**The following are GENERAL checklists for preparing application submissions. Please refer to Chapter 17 of the Municipal Code for detailed zoning district and application submission requirements.**

## **NARRATIVE DESCRIPTION OF PROPOSAL (ALL APPLICATIONS)**

- Details of proposal, plan and hours of operation, frequency of deliveries to site, number of employees (total and per shift), description of any interior/exterior modifications or additions to be made to property, any outside storage (dumpsters, trucks, materials for sale, etc.), number of parking stalls, and any other information that is available.

## **SITE PLAN (IF APPLICABLE)**

- Name of the owner/developer as well as the person/firm that prepared the plans, with addresses and phone numbers for both.
- The most current date of preparation or revision.
- Scale, North arrow, ¼ section vicinity location and parcel key number with applicable existing street names noted.
- Area of the site, as well as square footage devoted to building space, parking, other paving, landscaping, and open space.
- All paved areas - proposed and existing - including, but not limited to, parking, loading, driveways, driveway openings, curbing, loading berths, sidewalks, paths, and outdoor seating areas.
- Parking lot layout including number of spaces, dimensions, setbacks, screening/landscaping (may be separate plan).
- Detailed building locations with setbacks noted on the plan.
- Details of any proposed or existing signage, including copy and color schematic, with the location of existing and proposed signage (this may require a separate review and/or Master Sign Plan).
- Location, type, and height of all proposed and existing fences or walls.
- Location and materials for dumpster enclosures (materials should match those found on the building).
- Location of all outdoor storage areas and the proposed items to be stored. Requests for outdoor storage also require Conditional Use approval.
- Location of existing and proposed fire hydrants (public and private) and/or Fire Protection plan (if required).
- Location of any wetlands, floodplains, ponds, rivers, streams, or other water features.
- Locations of existing and proposed sanitary sewer, storm sewer, water mains, and any existing and proposed easements.

## **BUILDING PLAN (IF APPLICABLE)**

- Detailed elevations with scale and schematics of all proposed buildings and structures (including fences and trash enclosures). Elevations must note all materials (existing and proposed), materials percentages per elevation, and proposed color scheme.
- A full-color architectural rendering of all proposed buildings and structures.
- All mechanicals, utilities, transformers, etc. with all dimensions and proposed screening materials.
- Any proposed light fixtures, signage, awnings or other exterior features. Multitenant buildings require a Master Sign Plan.
- Interior floor plan with dimensions.

## **LIGHTING PLAN (IF APPLICABLE)**

- Exterior lighting plans, including location, illumination levels (in foot-candles), type, temperature in Kelvins, photometric analysis. Must show levels at all property lines.
- Types of fixtures and poles (including height) proposed for the site. A brochure or specification sheet from the manufacturer is preferred.

## **UTILITY PLAN (IF APPLICABLE)**

- Existing and proposed grades, site drainage plans, catch basin locations, existing and proposed sanitary sewer, storm sewer, water mains, and existing and proposed easements. All paved areas and buildings must be connected to the storm sewer system, if available.

## **GRADING PLAN (IF APPLICABLE)**

- All grading plans shall be designed, prepared, stamped, & signed by a qualified, professional, and registered engineer in the State of Wisconsin.
- Existing and proposed contours, initial soils test, location of stormwater holding areas.

## **STORMWATER MANAGEMENT / GREEN INFRASTRUCTURE PLAN (IF APPLICABLE)**

- Coordinate all permitting and plan requirements with the Engineering Department.
- One (1) copy of the proposed plan (and report where applicable) shall be submitted with the application for Plan Commission review.

## **LANDSCAPING PLAN (IF APPLICABLE)**

- Landscaping plans must show all ground mechanicals (utility boxes, transformers, etc.); easements; wetland, floodplain, and stormwater management areas; areas of existing landscaping to be preserved; and fire hydrants; and screening for parking or outdoor storage areas.
- Number, size, and type of all existing and proposed trees, shrubbery, planters, planting areas, landscape islands, and open/green space on the site. Plans must include height of plants at installation and maturity. A minimum of 30% of the site shall be open/green space per Code.
- Buffers may be required between adjacent properties. See Section 17.0205(d) of the Municipal Code.