



Base Application fee: **\$100.00**
+ Professional Service Fees
Receipt No. _____
Date _____
Staff _____

ARCHITECTURAL & SITE PLAN REVIEW APPLICATION

See reverse side for materials to be submitted with this application.

Application applies to specified architectural and site plan reviews in A-1, A-2, E-1, and CR-B districts.

Applicant (if different than owner, also list the owner):

Name: _____ Owner: _____

Address: _____

Phone No. () _____ Email _____

Business Name (if applicable): _____

Address: _____

Phone No. () _____ Email _____

Architect:

Name: _____

Phone No. () _____ Email _____

Engineer or Contractor:

Name: _____

Address: _____

Phone No. () _____ Email _____

Lot Size _____ acres

Location ____ 1/4 Sec. _____

Lot street frontage width _____

Current zoning: _____

Lot dimensions _____

Does current zoning allow the building use? Yes/No

Describe specifically the use of the proposed building, and if it will have electrical, plumbing, and wastewater.

This application is based upon the Town of Cedarburg Zoning Code Sections 320-25, 26, 29, and 31.

Applicant Signature

Date

Owner Signature (if different)

Date

Please note:

- ✓ Materials **must** be submitted **four weeks** before the desired meeting date; see the meeting schedule on the Town website for submission deadlines.
- ✓ Incomplete applications will not be accepted and/or processed.
- ✓ The Architectural & Site Plan Review process **may take 2-4 months** because of the meeting schedules and any associated legal notices and public hearing requirements.
- ✓ Reimbursement agreement must be submitted before staff discussions if a consultant/legal is involved, or at the time of application submittal, or the application will be considered incomplete.

Step 1: Submittal: This application, reimbursement agreement, 2 paper copies and one electronic copy of the application materials must be submitted 4 weeks before the Plan Commission meeting. This application requires a \$100 base Architectural & Site Plan Review application fee, as well as a fee to cover the cost to the Town and/or consultants for professional services related to the application.

Step 2: **This applies to E-1 zoned properties for construction of an outbuilding in this zoning district that is greater than 2,000 square feet only:** The owners of record in whole or in part as listed in the office of the Ozaukee County Register of Deeds and who are situated within 1,000 feet of the boundaries of the properties affected shall be sent a notice postmarked at least 10 days prior to the date of consideration by the Plan Commission **regarding the public hearing.**

Step 3: The next step is placement on a Plan Commission meeting agenda at which the applicant or their agent will attend the meeting as scheduled. The Plan Commission may make a recommendation to the Town Board regarding the application. The Plan Commission may also ask the applicant to modify the plan and return for additional Plan Commission review.

Step 4: The Town Board will consider action on the application.

Following Town Board approval, your building permit application materials will be submitted to the Building Inspector by Town Clerk staff. You may commence project activity as outlined in your application once a building permit and other applicable permits are issued (DNR, Ozaukee County etc.). Copies of permits/letters from other jurisdictions shall be filed with Town Clerk staff **before a building permit is issued.**

REQUIRED MATERIALS: The first three items MUST be submitted; Town staff will direct if the other items are necessary. The Town may request other information as necessary.

- ▶ **Complete Building Permit application and reimbursement agreement.**
- ▶ **2 copies** of the plat of survey (or scaled site plan) showing the proposed location of the building in relation to other buildings on the property.
- ▶ **2 copies** of a full-color rendering of the building facades (elevation), plus color samples of the materials being used are to be brought to the meetings.
- ✓ **2 copies** of a landscape plan showing existing and proposed landscaping and can be shown on the plat or scaled site plan **if applicable.**
- ✓ **2 copies** of both a stormwater run-off plan for 100-year storm event as well as water retention/detention plans, **if applicable as determined by the Director of Public Works/Town Engineer.**
- ✓ **2 copies** of a sign plan proposal based upon Town Code (Article VIII, Section 320-77 through Section 320-93), **if applicable.**
- ✓ The applicant is also responsible for obtaining any permits required by Ozaukee County, the State of Wisconsin or any other agency having jurisdiction.

