Application fee: No Fee
Reimbursement Agreement for Professional Services Applies
Reimbursement Agreement submitted: _____
Date: _____
Staff: _____

SITE PLAN AND BUSINESS PLAN OF OPERATION APPLICATION

SITE PLAN: Any construction, reconstruction, expansion or conversion of a property or its structures, shall require site plan approval by the Town Board, following a recommendation from Plan Commission (Section 320-126). Applicable developments shall also comply with the design standards as set forth in § 320-10I of the Town Code. Site improvements on properties zoned single-family residential or agricultural are exempt from this section unless otherwise stated in this chapter.

BUSINESS PLAN OF OPERATION: No person shall operate a commercial enterprise, industry, home occupation, church, school, or nonprofit organization, except as authorized by a plan of operation approved by the Town Board, following a recommendation from Plan Commission (Section 320-126).

Applicant:
Name/Type: _____Owner Name (if different):_____
Address:_____Owner Address (if different): _____
Phone No. (____)_____ Email: _____

Business Name (if applicable): _____
Site Address: _____
Landowner of Record:_____
Address: _____
Phone No. (____)_____ Email: _____
Hours of Operation: _____
The number of full-time and number of part-time employees: _____

Architect (if applicable):
Name: _____
Phone No. (____)_____ Email: _____

Engineer or Contractor (if applicable):
Name: _____
Address: _____
Phone No. (____)_____ Email: _____

Lot Size _____ acres
Lot street frontage width _____
Lot dimensions _____

Location ___ 1/4 Sec. _____
Current Zoning _____ Proposed Zoning _____
Does current zoning permit the intended use? Y / N

SITE PLAN APPLICATION REQUIRED MATERIALS:

An application shall include the following information on a site or building plan unless otherwise deemed unnecessary by the consulting planner:

1. A site plan with the property boundary dimensions and lot area. The site plan shall include the location of all structures, parking areas, lighting, signage, and other physical features.
2. For any new structures or change in topography, existing and proposed grades and drainage systems with topographic contours at intervals not exceeding two feet. The topographic contours shall extend a minimum of 25 feet outside the property boundaries.
3. The shape, size, location, height, and floor area of all structures and the floor area and finished ground and basement floor grades.
4. Location and species of all trees over four inches in diameter at a height of five feet from the ground. The plan shall include the location, type, and size of any tree proposed to be removed.
5. Landscape plan showing all new plantings and retained existing plant materials. The landscape plan shall include the number, species, time of installation, and size of materials at installation.
6. Natural features such as wood lots, drainage ways, streams, and lakes or ponds and manmade features such as existing roads and structures, with indication as to which are to be retained and which removed or altered.
7. Adjacent properties and their uses shall be identified.
8. Proposed streets, driveways, parking spaces, sidewalks, and other pedestrian or vehicular circulation facilities, with indication of direction of travel for one-way streets and drives and inside radii of all curves. The width of streets, driveways, and sidewalks and the total number of parking spaces shall be shown.
9. Architectural plans and general floor plans shall be provided for all new buildings. These drawings and plans should show sufficient detail to indicate the architectural design of the proposed buildings.
10. A colored rendering for new buildings and additions, or photos of the existing principal buildings showing colors and materials or a live material board.
11. The location, general design, and dimension of all signs, including ground signs, wall signs, roof signs, and directory signs.
12. The location, height, design, and power of all exterior lighting.
13. The location, type, and volume of outside storage, if proposed, and type of machinery operated on-site.
14. The size and location of all existing and proposed public and private utilities on the site.
15. A vicinity sketch showing the location of the site in relation to the surrounding street system.
16. The name, address, and telephone number of the owner, developer and designer.
17. For residential projects, the number and size of dwelling units and anticipated resident.
18. Written documentation from all other regulatory agencies that the proposed project complies with county, state, and federal requirements to be filed with the Town Clerk.
19. Any other information necessary to establish compliance with this chapter and other applicable Town ordinances. The applicant is responsible to pay for any studies requested by the Town.

Exceptions. Minor exterior alterations such as painting, re-siding, re-roofing, window replacement, replacement of dead landscaping with similar plantings, and other repairs to the exterior of a structure that do not alter the color, size, shape or architectural character of the property are exempt from the provisions of 320-126. The Building Inspector or consulting planner will make this determination.

BUSINESS PLAN OF OPERATION APPLICATION REQUIRED MATERIALS:

No person shall operate a commercial enterprise, industry, home occupation, church, school, or nonprofit organization, except as authorized by a plan of operation approved by the Town Board, following a recommendation from Plan Commission. An application shall include the following information unless otherwise deemed unnecessary by Town staff or the consulting planner:

1. Name, type, and address of the business or institution.
2. Name and address of the property owner.
3. Name and address of the operational manager, if other than the owner (provide on supplemental pages).
4. The proposed hours of operation.
5. The number of full-time and number of part-time employees.
6. Plot plan of building for multitenant buildings, if applicable, including location of tenant space.
7. Interior floor plan of tenant space, if applicable.
8. Site Plan of property, including the location of road rights-of-ways, easements, structures, parking, signage, and any other relevant information.
9. A narrative explaining the operation, including types of indoor and outdoor uses, products, or services offered (provide on supplemental pages).

Amendments. An amendment to an existing plan of operation requires approval by the Town Board, following a recommendation from the Plan Commission if a business or institution increases the amount of employees, changes the nature of the product or service, or extends the hours of operation beyond those shown on the existing plan of operation.

Exceptions. An amendment to an existing plan of operation may be approved by the consulting planner, or their designee, upon a change limited to property ownership, business ownership, or operator name. An amendment approved under this provision shall be reported to the Town Board and Plan Commission at the meetings following the approval.

THE SITE PLAN AND BUSINESS PLAN OF OPERATIONS PROCESS IS AS FOLLOWS:

- ✓ Materials **must** be submitted **four weeks** before the desired meeting date to allow for review of completeness; see the meeting schedule on the Town Website for submittal deadlines.
- ✓ Incomplete applications will not be accepted and/or processed. The related/requested materials must be submitted at the same time to avoid delays.
- ✓ Reimbursement agreement must be submitted at the time of application.

REQUIRED MATERIALS:

Submit three full-sized hard copies of all applicable documents with the application and reimbursement agreement. Electronic copies of all documents should be emailed to Asst. Administrator/Clerk Sara Jacoby: **sjacoby@townofcedarburgwi.gov.**

NOTES:

- ✓ If a newly drafted plat of survey is used, it is recommended it be prepared by a registered land surveyor so that required setbacks can be verified.
- ✓ The application process can take several months (there may be various iterations).
- ✓ Consultants are utilized by the Town as needed, with fees for professional services billed back to the applicant per Town Code Sec. 21-16. Efforts are made to minimize these costs.

_____

Applicant Signature **Date**

_____

Property Owner Signature (if different than the applicant) **Date**

10/2026

REIMBURSEMENT NOTICE &
PROFESSIONAL SERVICES REIMBURSEMENT AGREEMENT

Pursuant to section 21-16 of the Town Code, the undersigned acknowledges receipt of this Notice and agrees to reimburse the Town of Cedarburg for costs, expenses and fees charged the Town of Cedarburg for legal, engineering, planning, and other required professional consultants as well as Town staff, and which services relate to the following project or matter (regardless of outcome):

PROJECT NAME: _____

PROJECT ADDRESS: _____

SEND ALL INVOICES TO: (NAME & ADDRESS) _____

TAX KEY #(s): _____

I represent and warrant to the Town of Cedarburg that I am authorized to execute this Agreement on behalf of the Applicant and/or Property Owner, and in those cases where the Applicant and/or Property Owner is a corporation, limited liability company, partnership or other business entity (herein collectively "Business Entity"), I represent and warrant that the Business Entity is authorized to do business in the State of Wisconsin, is a Business Entity in good standing, and that I have been authorized to execute and bind the Business Entity to the terms and conditions of this Agreement.

RESPONSIBLE PARTIES OR PARTY NAME, MAILING ADDRESS, SIGNATURE & DATE:

Printed Name | Signature ***(Required)*** | Date

Mailing Address | City | State & Zip

PhoneFax E-mail

PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE (If different than that of the Applicant):

Printed Name | Signature ***(Required)*** | Date

Mailing Address | City | State & Zip

Phone | Fax | E-mail