TOWN of CEDARBURG

Preserving Yesterday's Heritage for Tomorrow.

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.
Applies to specified new nonresidential 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: _____
Site Address: _____
Phone No. (____) _____ Email: _____

Business Name (if applicable): _____
Site Address: _____
Phone No. (____) _____ Email: _____

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

Engineer, Contractor, or Builder:
Name: _____
Address: _____
Phone No. (____) _____ Email: _____

Proposed building square footage of new nonresidential building(s): _____
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/activities that will occur in the proposed building(s), and if it/they are proposed to have electrical, plumbing, and wastewater. Attach additional pages for narrative if needed.

_____
_____
_____
_____

This application is based upon the Town of Cedarburg Zoning Code and is subject to revision.

_____
Applicant Signature **Date**

_____
Owner Signature (if different than owner) **Date**

The Architectural & Site Plan Review process and requirements are as follows:

Please note:

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

Step 1: Submittal: This application, fee, reimbursement agreement, and other materials listed below must be submitted four weeks before the Plan Commission meeting. This application requires a $100 base Architectural & Site Plan Review application fee, as well as a fee to reimburse the actual cost to the Town of Cedarburg and/or consultants for professional services related to the application. If the application requires consulting planner or other professional services review prior to application submittal, the reimbursement agreement must be completed and submitted prior to the consulting planner or other professional services being engaged.

Step 2: Public Hearing notices occur. Class 1 notice occurs in the News Graphic at least one week prior to the Plan Commission meeting. 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 are sent a notice postmarked at least 10 days prior to the date of consideration by the Plan Commission.

Step 3: The next step is placement on a Plan Commission meeting agenda at which the applicant or their agent should attend the meeting. The Plan Commission will conduct the public hearing, and may make a recommendation to the Town Board regarding the application. The Plan Commission may also ask the applicant to modify the materials 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 staff. You may commence project activity after any continencies in the Town Board approval are addressed and applicable Town permits have been issued (building permit, erosion control, etc.). Copies of permits/letters from other jurisdictions shall be filed with Town (DNR, Ozaukee County etc.).

REQUIRED MATERIALS: One digital and two original hard copies of the following shall be submitted. The Town may request other information as necessary.

1. Completed Town Building Permit application.
2. Completed reimbursement agreement.
3. Building plans. These must be in their final form prior to being placed on a Town Board agenda.
4. Most current or new plat of survey showing the proposed location of the building in relation to other buildings on the property and setbacks to property lines and other buildings.
5. Color elevation drawings with a scaled elevation, and proposed building materials.
6. Narrative describing proposed use/activities that will occur in the building.
7. Existing and proposed landscaping shall also be included on the plat or scaled site plan.
   - ✓ 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.
   - ✓ Signage plan proposal based upon Town Code, **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 and providing copies to the Town.

Updated 11/2026