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, 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: _____
Name & Address of the Operational Manager (if different than owner): _____
_____

Business Name (if applicable): _____
Site Address: _____
Landowner of Record:_____
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

Narrative: attach a detailed narrative explaining the operation, including types of indoor and outdoor uses, products, or services offered.

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, so confirm with them ahead of work.

BUSINESS PLAN OF OPERATION APPLICATION REQUIRED MATERIALS:

No person shall operate a commercial enterprise, industry, 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 TYPICAL SITE PLAN & BUSINESS PLAN OF OPERATIONS PROCESS IS 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 process **may take 1-3 months** because of meeting schedules.
- ✓ 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, reimbursement agreement, and other materials must be submitted four weeks before the Plan Commission meeting. This application currently does not require a base application fee, but does require 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. If the consulting planner is accepting the materials, a scheduled submittal meeting at Town Hall may be required to ensure a complete application is submitted to encourage a smooth application process.

Step 2: 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 consider 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 3: The Town Board will consider action on the application.

Following Town Board approval, your application materials will be submitted to the Building Inspector by Town staff for associated permitting and occupancy (following any contingencies). Applicants must contact other jurisdictions for applicable permits and inspections (such as Ozaukee County Land and Water, Washington Ozaukee Health Department, Cedarburg Fire Department etc.). Copies of permits/letters from other jurisdictions shall be filed with Town Clerk.

Updated 11/2026

REQUIRED MATERIALS:

Submit one electronic and two full-sized hard copies of all applicable documents as determined by the consulting planner, along with the application and reimbursement agreement at the same time. If the consulting planner is accepting the materials, a scheduled submittal meeting at Town Hall may be required to ensure a complete application is submitted to encourage a smooth application process. Electronic copies of all documents should be emailed to:

1. Consulting Planner Amanda Schaefer at: amanda.schaefer@stantec.com
2. 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.

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

_____

Applicant Signature **Date**

_____

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