

## Submission Requirements Cont'd.

### Building Plan

- detailed architectural elevations
- color renderings
- building floor plans
- construction materials

### Lighting Plan (Inspection Department)

- types of fixtures
- mounting heights
- type of poles
- photometrics of proposed fixtures

### Grading, Drainage and Stormwater Management Plan (Engineering Department)

- contours (existing and proposed)
- existing and proposed storm sewer
- location of stormwater management structures and basins (if required)
- existing and proposed impervious surface (calculation and location)
- proposed streets with cross-section details

### Fire Protection (Asst. Fire Chief 570-5642)

- existing and proposed fire hydrants
- interior floor plan
- construction materials

### Do I really need all this stuff now?

Complete plans are required prior to Plan Commission review. Often, the Commission will delegate the review of stormwater management, fire protection and lighting plans to Staff. However, it is important to at least meet with appropriate staff to get a conceptual approval of these plans prior to the Plan Commission meeting.

### What happens next?

Staff will meet the week following the application submission deadline to review your plans. You will be notified as soon as possible if additional information or any revisions are required. All requested information and/or revisions must be received by noon on Tuesday prior to the meeting. The Commission will not review any plan revisions which have not first been reviewed by Staff.

A copy of the agenda and staff report for your item will be sent to you prior to the meeting.

At the meeting Staff will make a brief presentation, after which you will have an opportunity to address the Commission to provide additional information or to address any questions.

The Commission generally will vote on your proposal the same evening. After the meeting, you will be sent a letter confirming the Commission's decision along with any conditions of approval or additional actions required.

*The information in this brochure is a summary of the information found in the Municipal Code. It is not intended to be all inclusive. Other sections of the Municipal Code may be applicable to your property.*

*Contact the Department of Community Development, Inspection, Engineering, or Fire Department with questions.*



**OAKCREEK**  
— WISCONSIN —

Department of Community Development

8040 S. 6th Street  
Oak Creek, WI 53154

Phone: 414-766-7000

Fax: 414-766-7976

Web: [www.oakcreekwi.org](http://www.oakcreekwi.org)



**OAKCREEK**  
— WISCONSIN —

DEPARTMENT OF COMMUNITY DEVELOPMENT

# Plan Commission Procedures

*Site Plan Review*



Municipal Code  
Section 17.1001

February 2016

## Oak Creek Plan Commission

### What is the Plan Commission?

The Plan Commission is composed of nine members: the Mayor, City Engineer (or designee), 2 Aldermen, and 5 citizen commissioners. The Plan Commission reviews development proposals and makes recommendations to the Common Council on such items as Certified Survey Maps, rezonings, conditional use permits, subdivisions, and amendments to the City's Official Maps and zoning text. The Plan Commission is also charged with the responsibility for reviewing \*site, landscaping, and architectural plans for proposed developments.

*\*This is not required for developments in the A-1, ER, Rs-1, Rs-2, Rs-3, Rs-4, and Rd-1 districts unless wetlands or floodplains are present on the site.*

### When and where does the Commission meet?

The Plan Commission meets at 6:00 PM on the second and fourth Tuesdays of every month (holidays excepted). All Plan Commission meetings are held at the City Hall in the Common Council Chambers.

### Who can attend Commission meetings?

All Plan Commission meetings are open to the public. Portions of meetings may be closed to the public in accordance with applicable State laws (Chapter 19, Subchapter IV, Open Meetings of Governmental Bodies, Wis. Stats.).

### How do I apply to appear before the Commission?

Applications to appear before the Plan Commission are available at the City Hall Department of Community Development or online. Completed applications must be received in the Department of Community Development at least **four (4) weeks** before the meeting at which you wish to appear. All fees and supporting materials must be submitted at this time. Incomplete submittals will not be accepted.

All applications

## Application Fees

Application	Fee
Site Plan Review	\$350
Landscaping Plan Review	\$150
Lighting Plan Review (if separate from Site Plan)	\$15
Sign Plan Review	\$150
Use Approval	\$300
Conditional Use Permit	\$875
Conditional Use Amendment	\$550
Temporary Use Approval	\$300
Certified Survey Map	\$525
Affidavit of Correction	\$275
Minor Land Division	\$275
Preliminary Subdivision Plat	\$475
Final Subdivision Plat	\$400
Planned Unit Development (PUD)	\$900
PUD Amendment	\$550
Official Map Amendment	\$775
Zoning Text Amendment	\$500
Basic Rezoning	\$775
Street/Right-of-Way Vacation	\$575
House Moving Approval	\$250
Plan Commission Consultation	\$250



## Submission Requirements

- ◆ Ten (10) reduced size (11" x 17") copies of plans at standard engineering scale (40' per inch or less)
- ◆ Three (3) full size copies of plans at standard engineering scale (40' per inch or less)
- ◆ Digital copies of all plans and supporting materials in PDF and AutoCAD (where applicable)
- ◆ Reduced-size materials can be emailed to kappelbon@oakcreekwi.org (max file size 2MB).

### General Development Plan

- detailed building location(s) with setbacks
- square footage of building(s)
- area(s) for future expansion
- area(s) to be paved
- access drive(s) and rights-of-way (widths and locations)
- sidewalk location(s)
- number of employees (per shift)
- parking setbacks, number of parking stalls, parking stall and aisle dimensions
- location of loading berths
- traffic generation and circulation details
- existing and proposed sanitary sewer and water service
- location of outdoor storage and trash receptacles
- location of wetlands (field verified), floodplains, woodlands, etc.
- sign location, square footage, height, materials
- fence location, dimensions, materials

### Landscape Plan

- screening plan for outdoor storage and trash
- number, size, location, and type of plantings
- buffers
- parking lot screening/berming

### Building Plan