

**VILLAGE OF MENOMONEE FALLS, WISCONSIN****DEPARTMENT OF COMMUNITY DEVELOPMENT**

W156 N8480 Pilgrim Road

Menomonee Falls, WI 53051

PHONE: 262-532-4270 FAX: 262-532-4289

Website [menomonee-falls.org](http://menomonee-falls.org) Email [cd@menomonee-falls.org](mailto:cd@menomonee-falls.org)**APPLICATION FOR REVIEW****Type of Structure**

- Commercial
- Addition to Existing Building
- New Building
- Other: \_\_\_\_\_
- Industrial
- Remodel Exterior of Building
- Multi-Family

**Name of Project:**

\_\_\_\_\_

**Location:**

\_\_\_\_\_ (If metes and bounds, attach copy of legal description)

**Street Address:**

\_\_\_\_\_

**Owner of Site:**

Address

\_\_\_\_\_

City/State/Zip

\_\_\_\_\_

Phone

\_\_\_\_\_ Email \_\_\_\_\_

**Engineer**

Company

\_\_\_\_\_

Address

\_\_\_\_\_

City/State/Zip

\_\_\_\_\_

Phone

\_\_\_\_\_ Email \_\_\_\_\_

**Architect / Surveyor:**

Company

\_\_\_\_\_

Address

\_\_\_\_\_

City/State/Zip

\_\_\_\_\_

Phone

\_\_\_\_\_ Email \_\_\_\_\_

**Contact Person:**

Company

\_\_\_\_\_

Address

\_\_\_\_\_

City/State/Zip

\_\_\_\_\_

Phone

\_\_\_\_\_ Email \_\_\_\_\_

**Signature of Applicant:****Date:****FOR VILLAGE USE ONLY****Tax Key #:** \_\_\_\_\_ **Land Use Classification:** \_\_\_\_\_**Zoning District:** \_\_\_\_\_ **Fee:** \_\_\_\_\_ **Receipt #:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_**Nature of Request:**

- Plan Commission Appearance
- Plan Commission (Conceptual)
- Planned Residential Development
- Planned Infill Development
- Architectural Control Board
- Architectural Control (Conceptual)
- Village Centre Overlay
- Conditional Use Permit
- Commercial Use Approval
- Industrial Use Approval

## **Additional Information Required**

## **TYPE OF DEVELOPMENT OR USE**

Commercial       Industrial       Other:

Proposed Use:

<b>Employees:</b>	<u>Current</u>	<u>After Expansion</u>
Number of Full Time Employees	_____	_____
Number of Part Time Employees	_____	_____
Number of Employees on Largest Shift	_____	_____

**Hours of Operation:** Current After Expansion

<b>Parking:</b> Number of Parking Stalls Provided	<u>Current</u>	<u>After Expansion</u>
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## **Multifamily**

## Number of Dwelling Units

Efficiency \_\_\_\_\_  
1 Bedroom \_\_\_\_\_  
2 Bedroom \_\_\_\_\_

3 Bedroom \_\_\_\_\_  
4 Bedroom \_\_\_\_\_  
Other \_\_\_\_\_

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PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION:

1. PLAN OF OPERATION: Attach detailed information to this application regarding the nature of the business proposed and an Operational Plan.
2. PLANS: Submit **ONE** (1) set of large or full-scale scale drawings for review. **All** site and design plans including the landscape plan must be included. See page 3 of this application for additional details.
3. ELECTRONIC COPY: Submit **ONE** (1) electronic copy of all paper submittals.
4. IMPACT FEES: If you are building a new building or addition or changing the use on the property, you will likely be required to pay sewer, water and fire impact fees. Park fees would also be required if your project is residential.

USE THE CHECKLISTS BELOW TO ENSURE YOU HAVE SUBMITTED ALL REQUIRED MATERIALS AND INFORMATION WITH YOUR APPLICATION:

**Plat of Survey showing location, boundaries, dimensions, elevations, uses and size of:**

- Subject Site.
- Structures. Existing and proposed.
- Easements/Streets/Public Ways. Existing and proposed.
- Parking. Off-street parking, loading areas and driveways.
- Setbacks. Existing and proposed street, side and rear yards as well as parking lot setbacks.
- Flood Plain. The mean or historic high water lines and/or established 100-year flood elevations within one-hundred (100) feet of the subject site.
- Wetlands. All wetlands within one-hundred (100) feet of the subject site.
- Other Structures. All structures within one-hundred (100) feet of subject parcel.

**Site and building plans, drawn to scale, that show:**

- Elevations. Elevations of all sides of the proposed building(s).
- Pavement. Parking and paved areas.
- Parking. Parking stalls and aisle dimensions.
- Outside Storage. Location of any outside storage (including garbage dumpsters) and the proposed method of screening.
- Site Statistics. Tables or charts describing relevant site statistics, including but not limited to total project acreage, undevelopable land calculations, total greenspace, required and proposed parking, % of building coverage, maximum building heights, gross square footage and active floor area.
- Highway Access Restrictions.
- Grading. Existing and proposed grades, using one (1) foot contours.

**Additional plans and details required:**

- Materials & Colors. Material and color samples.
- Building Perspectives. Various views of the building.
- Building Orientation. The orientation of the project to adjacent properties.
- Lighting. A lighting plan meeting the requirements of Vil. Ord. 122-640.
- Landscaping. The location, sizes and varieties of existing and proposed landscaping materials, including turf areas. The plan shall be drawn by a Wisconsin registered landscape professional. Grass areas, parking lot screening, screening from abutting residential properties, dumpster screening, etc. may be required with the application. See Vil. Ord. 122-620 though 122-623 for landscaping requirements.
- HVAC. Screening for roof-mounted or ground-mounted HVAC units.
- Dumpster Enclosure. Dumpster enclosure drawing, color/material samples, and location on site plan.
- Storm Water Management Plan. Storm water management practices to detain a one hundred (100) year event and discharge as a two (2) year event and satisfying the State of Wisconsin Department of Natural Resource (DNR) water quality requirements. Separate permit and fee obtained through the Village Engineering Department.
- Erosion Control. An erosion control plan that conforms to the practices described in the "Wisconsin Construction site Best Management Practice Handbook," available through the State of Wisconsin DNR. Separate permit and fee obtained through the Village Engineering Department.