



COMMUNITY SERVICES DEPARTMENT  
4800 West Green Brook Drive  
Brown Deer, Wisconsin 53223

# Community Services Application

## Application Type and Fee (check all that apply)

*\*Application fees are non-refundable.*

*\*\*Fees cover costs associated with public notification, postage, copies, and document recording, however applicants agree to pay all additional expenses that the Village may incur by virtue of contracted plan review services including but not limited to: legal, surveying and engineering costs and studies.*

- Rezoning Request: \$550.00
- Preliminary Plat Review: \$550.00
- Conditional Use Permit Review: \$500.00
- Final Plat Review: \$350.00
- Certified Survey Map Review: \$350.00
- Conceptual Plan Review: \$250.00
- Development Agreement: \$350.00
- Planned Development Project Plan: \$700.00
- Zoning Code Amendment: \$325.00
- Final Site and Operational Plan: \$700.00
- Plan, Agreement or Permit Modification Request: \$150.00
- Zoning Compliance Letter: \$50.00
- Original Village Residential Building Expansion: \$150.00

## Property Information

Property Address \_\_\_\_\_

Tax Key/Parcel ID # \_\_\_\_\_

Lot Size \_\_\_\_\_

Current Zoning \_\_\_\_\_

## Property Owner

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail Address \_\_\_\_\_

## Owner's Agent

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail Address \_\_\_\_\_

**A complete application along with the appropriate fees shall be submitted by the deadline stated on the meeting schedule. In order for an application to be considered *complete*, the application shall include the required number of site plans/maps, and all of the necessary supporting information as indicated on the Project Review Checklist. If applying for a conditional use or development agreement, a document showing vested interest in the property is required.**

***The Village of Brown Deer reserves the right not to accept an application that is deemed incomplete.***



# Project Review Checklist

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Prior to the Plan Commission submittal deadline the property owner or agent presents a site plan prepared with the information below to the Community Services Department. The submitted material is reviewed and if appropriate, discussed at the next regularly scheduled Plan Commission meeting. *The information below is a required minimum and other materials may be requested of the applicant during the review process.*

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- 1) A statement describing the general character of the intended development and including the property address, tax key number and correct legal description.
- 2) An accurate map (site plan) of the project area. The site plan should be professionally prepared by a licensed architect, surveyor and/or engineer, with accurate dimensions indicating the property size, its relationship to surrounding properties, existing topography, key natural features and show the location of all existing and proposed:
  - A. Structures, showing all entrances
  - B. Driveways & street access
  - C. Parking areas
  - D. Walkways
  - E. Existing landscaping
  - F. Abutting public and private streets
  - G. Public easements
  - H. Surrounding land uses and zoning
  - I. Retaining walls
  - J. Decorative accessories
  - K. Dumpster location and screening
  - L. Location, color, message, dimensions and materials of all signs
  - M. Location, size and character of dedicated or private open space
  - N. Location of sanitary sewer, storm sewer, water mains and services and stormwater detention facilities
  - O. Floor plan of building or addition
- 3) Stormwater management plan (3 copies).
- 4) Grading plan showing existing and finished grades to village datum.
- 5) Professionally prepared landscape plan.
- 6) Lighting plan: photometric plan, type of fixtures, wattage and location and height of lighting structures.
- 7) Topographic data or pertinent grade elevations, if necessary, for proper remodeling of existing buildings showing finished exterior treatment.
- 8) Colored elevations of proposed buildings, structures and fencing, or of proposed remodeling of existing buildings, showing finished exterior treatment and a listing of building materials.
- 9) Names, address, telephone number, fax number and email address of the owner(s) and /or agent to be contacted with regard to the application.
- 10) Proof of ownership or agent status.

**A complete submittal will include: (2) 24 x 36 size sets of all referenced maps, plans and elevations for departmental review. (8) 11 x 17 size sets of all referenced maps, plans and elevations for review. (1) CD with PDF versions of all plans.**