



## GUIDELINES FOR SITE AND ARCHITECTURAL PLAN APPROVALS

### INTRODUCTION

The purpose of these guidelines is to provide applicants with a summary of the site and architectural plan approval procedures and regulations. In addition, City staff is available for consultation and is willing to provide you with assistance throughout the review procedure. To that extent, you are encouraged to meet with City staff before an application is submitted.

If you have additional questions or if staff can be of further assistance, please call the City Planner at 375-7610.

### PROCEDURE

The site plan approval process consists of five steps, which typically take approximately four weeks to accomplish:

1. Applicant meets with staff and submits application, fee, and five (5) copies of the preliminary plans for review.

The preliminary plans are distributed to Cedarburg Light & Water, Cedarburg Fire Department, Cedarburg Police Department, Building Inspection Department, and the Engineering Department for their review and comment. Comments by the aforementioned reviewers are provided to the applicant for incorporation into the plans.

2. Applicant submits 13 copies of the revised plans (preferably 11"x17" if readable) to the City by 4:30 p.m. on the Monday prior to the Plan Commission\* meeting when action is scheduled.

\* Plan Commission meetings are generally scheduled for the first Monday of each month.

3. Applicant attends the Plan Commission meeting for action on the site plan.

The Plan Commission may deny approval, approve, or approve the site plan with conditions. Written notification of the action by the Plan Commission shall be provided to the applicant within 30 days of the meeting.

4. After approval, five (5) sets of the final approved plans shall be submitted to the Engineering Department for filing and distribution to the Building Inspection Department, Light & Water Commission and Fire Department. These final approved plans are required for City record purposes. ***NO OCCUPANCY PERMITS WILL BE ISSUED UNTIL THESE RECORD COPIES ARE RECEIVED.***
5. A separate application is made to the Building Inspection Department for the required building permits after receiving Plan Commission approval and ***BEFORE CONSTRUCTION BEGINS.***

#### APPLICATION

The application must include the following information:

- Application form (attached), which MUST be signed by the **PROPERTY OWNER**.
- Application fee (SEC. 13-1-230(b)). See attached Fee Schedule.
- A site plan prepared by a registered architect or engineer. (See attached "Site Plan Review Requirements".)
- A written project summary that describes the project area, lot landscaping, lighting, driveways, drainage, lot surfacing, etc.
- A colored site plan/landscape plan (to be retained by the City).
- Additional information as required by the City.

If you are interested in a CONCEPTUAL Plan Commission review before making a formal application, information can be obtained from the Zoning Administrator and/or the City Planner.

## **REVIEW CRITERIA**

City of Cedarburg

The minimum requirements of the Cedarburg Zoning Code, Chapter 13, and the Stormwater Management Ordinance must be met if the City is to approve the site plan.

### **WRITTEN PROJECT SUMMARY**

1. Operational information
2. Building schedule
3. Estimate of project value including all site improvement costs
4. Impacts on utilities
5. Traffic flow considerations

### **SITE PLAN REVIEW REQUIREMENTS**

1. Existing Conditions
  - a. Property boundaries and dimensions  
(A Certified Survey Map may be required.)
  - b. Adjacent right-of-ways, roadways, driveways, and access point(s)
  - c. Existing topography elevation contours
  - d. Existing significant vegetation (trees, other vegetation)
  - e. Field-verified existing wetlands
  - f. Primary and Secondary Environmental Corridors
  - g. Streams, ponds, and any related floodplains and shorelands
  - h. Existing buildings and foundations
  - i. Other existing man-made features
  - j. Existing sanitary sewer, storm sewer, and watermains

2. Site Plan

- a. Building layout plan with size and dimensions
- b. Parking area plan - arrangement and total spaces (including the calculations used to arrive at the number of spaces shown)
- c. Setback lines
- d. Curb cuts, ingress, egress
- e. Signage - proposed location and general concepts  
(All signage must be approved in detail by the Design Review Board.)
- f. Lighting placement, including pole height, and fixture size, type, and wattage
- g. Easements for access, utilities, scenic, etc.
- h. Site summary including site area, building area and coverage, total parking spaces

3. Landscape Plan

- a. Existing trees that will remain
- b. Proposed plantings - size and species
- c. Sodding or special landscaped areas
- d. Buffers to adjacent property - if any

4. Grading Plan (may be combined with landscape plan)

- a. Existing and/proposed contours
- b. Drainage system (ponding areas, catch basins, culverts)
- c. Stormwater Management Report (per Code of Ordinances 14-2)

5. Utility Plans (with appropriate easements)

- a. Sanitary sewer system
- b. Potable water system
- c. Stormwater drainage system
- d. Electrical distribution system

## **ARCHITECTURAL PLAN REVIEW REQUIREMENTS**

1. Architectural plans, elevations, and perspective drawings and sketches illustrating the design and character of proposed structures. (One copy to be a colored rendering.) These drawings are to be drawn to a recognized architectural scale with the name of the project noted.
  - a. Owner's and/or Developer's name and address noted.
  - b. Architect's and/or Engineer's name and address noted.
  - c. Scale of drawings noted on each drawing.
  - d. The type, size, and location of all structures with all building dimensions shown.
  - e. Indication of the height of building(s).
  - f. Site plan indicating building location drawn to a recognized engineering or architectural scale, with the name of the project noted and north arrow shown.
  - g. Samples of exterior materials and their colors (to be retained by the City)
2. The following additional information may be requested by the Plan Commission:
  - a. Photographs from the site of adjacent neighboring structures.
  - b. Detailed drawings of decorative elements of the building(s) or structure(s).
  - c. Sectional building or site drawings.



Dear Applicant:

This letter is to clarify that your application for Plan Commission review is  
**NOT A BUILDING PERMIT APPLICATION.**

The Plan Commission will review your application in relation to land use and architectural impact on the surrounding area.

In order to begin construction, a building permit application must be filed with the Building Inspection Office, along with four copies of the building plans. One copy of the plans will be returned to you with the Building Inspector's notes when the permit is granted, the second will be retained by the Building Inspection Department, the third is forwarded to the Assessor's Office, and the fourth is for review by the Fire Department.

Please allow at least five (5) working days for processing of the building permit application.

It is necessary to apply separately for the Building Permit and Plan Commission approvals because the two approvals require somewhat different information. Also, it is possible that the Plan Commission would require revisions to the original plans, which would need to be incorporated before the building permit application is reviewed.

Our goal is to obtain approvals for your projects as quickly and smoothly as possible. If you have any questions, or wish to make any comments, please feel free to call us at 262-375-7609.

Sincerely,

CITY OF CEDARBURG

A handwritten signature in black ink, appearing to read "Michael F. Baier".

Michael F. Baier  
Building Inspector

MFB:djd