

## PLANNING COMMISSION APPLICATION: (Information Page Only)

- I. SUBMIT To: Village Clerk 10 days before the meeting week: 2801 89th Street, Sturtevant, WI. 53177 (262) 886-7201.  
The Commission meets on the second Thursday of every month at 6:00 p.m. in the Municipal Hall.
- II. ITEMS REQUIRED: Fee plus 3 copies of letters, drawings, site maps upon delivery to Village Hall. Also, email an electronic copy of these items to [villageclerk@sturtevant-wi.gov](mailto:villageclerk@sturtevant-wi.gov)
- III. Design Review Committee (DRC): The Design Review Committee is a staff level meeting that has been established every Wednesday between the hours of 10:00 and 12:00 on a first come first serve basis. The Committee is made up of the Village Administrator and Village Engineer, and, if necessary, other consultants that may be employed by the Village. Please contact the Village Clerk if planning to attend to confirm availability.
- IV. Conceptual Consent - This approval is recommended for exploratory purposes, before investing in extensive design work. The Commission will consider the best use of the building site, proper zoning, harmonious blend with adjoining sites, traffic patterns, and off-street parking.
- V. Preliminary Approval:- An Agreement needs to be reached on the preliminary design of the proposed project/building/or use and in particular the site design. Agreement for the proposed site design with regards to, but not limited to: storm water management plans, grading, landscaping, green space, lighting, traffic pattern, parking layout, and signage will be required. Changes required by the Commission shall be incorporated in the plans submitted for final approval.
- VI. Final Approval - Review of changes agreed upon and inclusion into the final design. Review of final construction plans, storm water management plans, and complete site plans. Stipulations (Conditions of Approval) may be added at this time by the Commission for inclusion into the Conditional Use Permit. The Planning Commission final approval will be referred to the Village Board for review and approval. Upon final approval by the Village Board. Should the Board reject the recommendation the "Project Applicant" can make application for review. Upon approval by both the Planning Commission and Board the applicant can apply for any building permits necessary to begin the work. This approval expires in six months unless substantial work has commenced. State approval of the plans may be necessary.
- VII. Denial of Application - Appeal to Village Board of "Zoning Classification" change or Board of Appeals for "Code Compliance" issues.
- VIII. Conditional Use Permit - Upon completion of the project/building the business will be issued a "Condition Use Permit" with stipulations attached if any. This conditional use permit shall be displayed in a conspicuous location at the permitted location.