

Village of Saukville

Economic Development & Planning

Plan Submittal and Review Requirements

To help facilitate real estate developers, business interests, investors, construction operations, etc., this document has been prepared to help guide you through the process.

The Village of Saukville has a number of resources available to answer most questions regarding viability issues surrounding development concepts or proposals particular to Saukville's unique physical environment and design standards.

Available Resources

- Comprehensive Plan
- Downtown Plan
- Zoning Ordinance of the Village of Saukville
- Land Division Ordinance of the Village of Saukville
- Staff knowledge, insight, advice and historical perspective
- Zoning Map of the Village of Saukville
- Land Use Map of the Village of Saukville
- GIS data
- Initial Meeting with Staff to discuss plan proposal issues.

Conceptual/Preliminary Development Plan Review

Conceptual or preliminary development plans for new uses or changes in use must be submitted to the Economic Development & Planning Director, who initiates an internal review process with various department heads, creating a helpful feedback loop. This process insures that proposals, plans, and designs meet the requirements of the Village. This review process is professional and timely - most reviews are completed within one business week.

Plan Examination Fees apply in accordance with the fee schedule listed under *License, Permits & Ordinances* listed on the Village website. Staff is available by appointment to provide expert advice and work out various plan proposal issues. These meetings are strongly encouraged. After plans are refined to meet Village requirements and policy expectations, they may be placed on meeting agendas for formal consideration.

Commercial development plans and site improvements are reviewed by the Village's Community Development Authority or Plan Commission in accordance with State law, depending on the proposed use or change in use. Village development permits may be obtained after all necessary approvals have been obtained.

NOTE - Commercial Building Plans

Commercial building plans must pass State of Wisconsin - Department of Commerce plan review and three (3) original sets of State approved plans must be submitted to the Village Building Inspection Department prior to issuance of the local permit. Commercial building inspections must be coordinated with the Village building inspector. The Village of Saukville is a State Certified Municipality for Commercial Building Plan review and inspection functions. The Village also requires and conducts all UDC one and two family dwelling inspections.

Development and Construction in Business, Institutional, Park, and Multi-Family Districts

Development plans and site improvements are reviewed by the Village's Plan Commission which meets the first Thursday of every month. Any plans for construction or change in use in the B-1, B-2, B-3, B-4 (Business Uses), I-1 (Institutional), P-1 (Park), RC (Condominium), and R-5 (Multi-Family) Zoning Districts that require a permit or interpretation of the Zoning Ordinance must be submitted to the Commission.

The Plan Commission makes determinations regarding conditional uses, and reviews and makes recommendations to the Village Board regarding land divisions, annexation, preliminary and final plats.

The deadline for plan submittal is always the end of the business day on the Tuesday of the week preceding the week of the meeting (7 business days prior). If a holiday falls within this time period, please contact Village Hall to confirm deadlines.

Submittal Requirements

Plan submittals must include a full size color rendering, two (2) full size (drawn to a standardized engineering scale) and ten (10) 8½ by 11" copies of plans to include the following:

- Narrative of Building Use and Operation;
- Color Rendering; detailed building plans showing all elevations, samples of façade materials;
- Site Plan, including contour intervals equal to or less than 2 feet, storm water management measures;
- Erosion Control Plan;
- Location of proposed sanitary & storm sewers and water mains;
- Access, Traffic and Parking accommodations;
- Building and Site Lighting;
- Building and Site Signage;
- General Landscaping plans.
- **Electronic submittal of all information is also required.**

Development and Construction in Business Park or Industrial Districts

Development plans and site improvements are reviewed by the Village's Community Development Authority which meets the third Thursday of every month. Any plans for construction or change in use in the BP (Business Park), M-1 (Light Manufacturing) and M-2 (General Manufacturing) Zoning Districts that require a permit or interpretation of the zoning Ordinance must be submitted to the Commission.

The deadline for plan submittal is always the end of the business day on the Tuesday of the week preceding the week of the meeting (7 business days prior). If a holiday falls within this time period, please contact Village Hall to confirm deadlines.

Submittal Requirements

Plan submittals must include a full size color rendering, two (2) full size (drawn to a standardized engineering scale) and ten (10) 8 ½ by 11" copies of plans to include the following:

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- Site Plan, including contour intervals equal to or less than 2 feet, storm water management measures;
- Erosion Control Plan;
- Location of proposed sanitary and storm sewers and water mains;
- Access, Traffic and Parking accommodations;
- Building and Site Lighting;
- Building and Site Signage;
- General Landscaping plans.
- **Electronic submittal of all information is also required.**

One and Two Family Residential Construction

One and two family house plans and site improvements are reviewed by the Village's Architectural Control Board which meets the first Thursday of every month. Any plans for construction in the R-1, R-2, R-3 and R-4 (single and duplex family) Zoning Districts that require a permit must be submitted to the Board for review.

The deadline for plan submittal is always the end of the business day on the Tuesday of the week preceding the week of the meeting (7 business days prior). If a holiday falls within this time period, please contact Village Hall to confirm deadlines.

Submittal Requirements

Plan submittals must include two copies of the following:

- Plat of Survey,
- Detailed House Plans, including all elevations and description of exterior materials,
- Sample Building Façade materials, and a completed building permit application.
- Erosion Control Plan,
- **Electronic submittal of all information is also required.**

Land Divisions, Subdivisions and Annexations

Reviewed by the Plan Commission, in accordance with the required submittals.

Please contact us with any questions, concerns or to update on what is happening in Saukville.

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