

**Village of Greendale**  
6500 Northway - Greendale, WI 53129  
(414) 423-2100 - Fax (414) 423-2106

**APPLICATION FOR PLAN COMMISSION REVIEW AND  
SPECIAL USE/TEMPORARY USE APPROVAL**

Unless otherwise noted, all Plan Commission meetings are held on the second Wednesday of every month at 7:00 p.m. Applicants requesting "Special Use" approval or other project review by the Plan Commission must submit all necessary information no less than thirty (30) days prior to the Plan Commission meeting date.

**Applicant's Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Applicant's Address** \_\_\_\_\_

**Applicant's Fax No.** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Business Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**Property Owner's Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Property Owner's Address** \_\_\_\_\_

**SITE ADDRESS** \_\_\_\_\_

**TAX KEY #** \_\_\_\_\_

**LEGAL DESCRIPTION** (*If shown on survey, disregard*) \_\_\_\_\_

\_\_\_\_\_

**DESCRIPTION OF PROJECT, SPECIAL USE OR TEMPORARY USE** (*Applicant may submit a separate letter if desired*)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The undersigned hereby attests that the above information is true and accurate.**

**APPLICANT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**APPLICATION FEE: \$150.00.** *Applicant is advised that additional Special Use fees will apply once the project is reviewed by the Plan Commission.* \*\*\*Exception: A fee of \$75 shall be charged for any Special Use approval involving an addition or accessory building on a property containing 3 or less units located in the R-4 or R-5 Zoning District.\*\*\*

# PROCEDURES & SUBMITTAL REQUIREMENTS

## **Projects or Requests Requiring Plan Commission Review and/or “Special Use/Temporary Use” Approvals**

Those projects and proposals, including but not limited to, new multi-family housing and commercial developments; additions and parking lots in areas zoned “Special Use” (e.g. Greendale Center “Originals”); development in or near a designated floodplain area; rezoning requests; a change of use listed as a “Special Use” in the Zoning Code; land parceling/divisions; certified survey maps; condominium conversions; Temporary Use requests or Zoning Code amendments.

## **Submittal Requirements**

This application and the submittal documents listed below, along with application fees, shall be submitted no less than thirty (30) days prior to the next scheduled Plan Commission meeting. Staff will provide initial review of projects and ascertain whether sufficient information, documentation and materials are provided to allow for Plan Commission review and action. Staff will also determine the general acceptability of the proposal as it relates to Village ordinances and sound planning and engineering practices.

## **Required Materials for Submittal**

Eighteen (18) 11” x 17” plan sets plus four (4) full size plan sets of all materials shall be submitted to the Department of Inspection Services for distribution to Village staff, Plan Commission and Village Board of Trustees. Please include an email containing a PDF copy of your submittals and/or a jump drive.

## **Submittal Materials - Form and Content**

All plans and drawings submitted shall be drawn to scale and produced with good architectural or engineering standards. A completed application form with a full legal description of the subject parcel and the necessary filing fees must accompany all submittals. A brief narrative of the proposal outlining the key features and operations (e.g. business hours, functions, employee count, phased development, etc.) is required.

### **Required Submittal Information**

1. Village of Greendale Application for Building Permit (if construction work is involved)
2. Site plan/survey showing proposed footprint of building or addition.
3. Building plans (elevations, floor plans, building materials, etc.).
4. Color renderings and photographs are recommended but not required.
5. Site grading and drainage plans.\*
6. Erosion control plans.\*
7. Storm water plans.\*
8. Landscaping plans (planting species along with quantity, type and size to be shown on landscape plan).\*
9. Utility plans.\*
10. Lighting plans (parking and building exterior) with photo-metrics. Fixtures should be "cut-off" variety. Provide cut sheets on all exterior lighting fixtures.\*

11. Parking layout (ingress/egress, cross access, screening, snow storage, loading/delivery, pedestrian access, etc.).\*
12. Location/screening of dumpster and outdoor storage.\*
13. Buffers (plantings/berms, etc.).\*
14. Fencing plans.
15. Signage plans. Signage plans shall be colored to represent the true colors of the proposed sign. Each sign proposal shall be accompanied with a separate Application for Sign Permit.\*
16. Business Plan (should include description of business operation, number of employees, parking provisions, hours of operation, event schedule, equipment needs, if noise/odors are generated from business, loading/unloading operations, outdoor activity/storage, etc.).\*

**NOTE:** *Not all applications will require the same amount of information. This is dependent on the scale or complexity of the proposed project. Other information not listed above may be required for submittal in the event of unusual project requirements. The Director of Inspection Services can assist the applicant to determine what information must be submitted.*

\* - Not required for Greendale Center (“Originals”) Special Use Building Permit proposals.

**Review Standards**

Staff, Plan Commission and Village Board of Trustees review shall be governed by the authority and general standards provided under Sections 17.35, 17.36 and 17.365 of the Greendale Zoning Code.

**Review Schedule**

Plan Commission meetings are held on the second Wednesday of every month at 7:00 p.m. Generally, once the project receives a recommendation from the Plan Commission, it is forwarded to the next Village Board of Trustees meeting for a Public Hearing. The Village Board of Trustees meet every month on the 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays at 7 p.m. The Public Hearing usually takes place on the 3<sup>rd</sup> Tuesday of the month immediately following the Plan Commission meeting. If the proposal is approved at the Public Hearing, the Application for Special Use Permit is processed by the Director of Inspection Services within ten (10) business days following the Public Hearing provided that all other agency approvals are met.

**For Staff use only:**

Application date: \_\_\_\_\_

Plan Commission meeting date(s): \_\_\_\_\_

Conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Public Hearing Date(s): \_\_\_\_\_

Conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_