



Plan Commission Submittal

Department of City Planning
174 E. Wisconsin Avenue Oconomowoc, WI
www.oconomowoc-wi.gov | 262.569.2166

The following information is required to be included and explained in your submittal:

- Development Application (18 copies) and Application Fee
- The following 11" x 17" plans collated and folded to 8.5"x11" (17 copies):*
 - Site Plan – showing existing and proposed buildings and parking
 - Landscaping Plan – showing existing and proposed plantings and points.
 - Lighting Plan – showing light locations, light levels and fixture details.
 - Grading, Drainage, Erosion Control Plans – showing contours and flow arrows.
 - Utility Plans – showing the location of existing and proposed utility lines.
 - Floor Plans – showing the size and use of the existing and proposed buildings.
 - Elevation Drawings – scaled drawings identifying materials and heights.
 - Stormwater Calculations – show all engineering calculations.
 - Project Detail Sheets – include any project details for the project.
- CD/thumb drive with all of the above in high resolution PDF digital format.

**Applicant could be responsible for chargeback fees by Staff if the documents are not collated and folded. Please review the Chargeback Fee Policy located on the City of Oconomowoc website www.oconomowoc-wi.gov or a copy can be obtained in the Planning Department at 174 E. Wisconsin Ave, Oconomowoc, WI 53066.*

development review checklist

[01.2023]

This checklist is intended to guide developers with development submittals. In general, the items listed below are required for most projects as providing this information allows Staff to perform a complete a review of the project and reduce the need to ask for follow-up information. In addition to the items on this list, Staff may request additional drawings and data to review.

General Information

- Development Application
- Application Fee

Plan of Operation (Project Narrative)

- Project Summary
- Proposed Use
- Operational hours
- Number of employees
- Outside events
- Anticipated start date
- Proposed building/addition size

Existing Site Plan

- Graphic scale, north arrow
- Size of site (gross and net acreage)
- Existing zoning
- Dimensions of site and lot lines
- Existing grades (contours, spot elevations)
- Storm sewers
- Adjacent property grades
- Adjacent structures
- Drainage systems and structures
- Natural features
 - Woods, streams, lakes, ponds
- Wetland boundaries
 - Provide date of staking
- Floodplain elevations and boundaries
- Environmental concerns
 - Underground tanks, etc.
- Roads, curbs, parking lots, pavement areas, sidewalks
- Structures (location, size)
- Right-of-way (existing/ultimate)
- Easements (drainage, utility)
- Existing utilities
 - Sanitary, water, electric, gas, telephone, cable
- Benchmark locations and elevations
- Location of fences, wells, borings, etc.
- Existing Easements

Proposed Grading, Erosion Control, and Stormwater Plans

- Grading (contours and spot elevations)
- Erosion control measures
- Stormwater management
- Stormwater management design report
- General drainage pattern
- Swales with arrows for direction of flow
- Pond design with outfalls
- Culverts (location/size)
- Stormwater maintenance agreement
- Storm sewer design (plan and profile, size, invert elevations, length, slope, etc.)

Proposed Site Plan

- Building location (dimension)
- Building finished yard grade elevation
- Building top of foundation wall elevation
- Location of proposed signage
- Details of outside storage
 - Including trash enclosures
- Setbacks (clearly marked & dimensioned)
- Vehicular entrances (dimension to centerline of nearest intersection)
- Streets (dimensions, plan and profile)
- Fire truck turning radius/diagram
- Sidewalks (dimensions)
- Parking areas (show striping / spot elevations)
- Parking setback from property line
- Parking ratio (spaces per 1,000)
- Loading areas (dimensions)
- Lot coverage (include rooftop and all hard surface areas)
- Building square footage total
- Impervious surface total (%)
- Green space total (%)

Architectural Plans

- Project Background*
 - Use
 - Zoning
 - Isthmus (§17.204)
 - Downtown Design Overlay District (§17.208)
 - Large Scale Development (§17.209)
 - Commercial & Mixed-Use (§17.207)
 - Multi-Family (§17.210)
 - Square Footage (total & individual rooms/tenant spaces)
 - Number of Units
 - Surrounding Context
 - Anything Special?
- Building Design*
 - Story of Building
 - Character
 - Massing
 - Base / Middle / Top
 - Special Features
 - Elevations
 - Elevation Markers (above grade)
 - Overall Building Height
 - Renderings (preferred in context)
 - Site Plan with Context
- Long Expansive Rooflines (§17.207(5)(d))*
- Four-Sided Architecture (§17.207(8))*
 - Blank Walls
 - Who sees what side?
- Materials*
 - Durable: ie HardiPlank
 - Brick / stone turn corner
 - Provide samples at meeting
 - Provide detailed specification sheet
- Garbage Enclosure (§17.208(4)(n), 17.209(20))*
 - Match building and/or be incorporated
 - Landscaped
 - Enclosure materials
- Lighting (§17.211)*
 - Respond In General – Plan Commission to review
 - Location of lights
 - Are the wall packs hidden?
 - Color of fixtures appropriate
 - Apartments/Condos – are the porch lights unit specific?

- Landscaping Plan (§17.503)*
 - Respond In General – Plan Commission to review
 - Break up blank walls
 - Screen transformer / generator
- Mechanical Equipment (§17.206(1)(b), §17.208(4)(l), §17.209(11))*
 - Roof Top Units (RTUs) / Kitchen Exhaust Must be screened / incorporated into the building
- Roof / Elevation Venting*
 - Must be minimized and match adjacent building color
- Signage (§17-6)*
 - Allowable Square Footage
 - Square Footage Requesting
 - Ground/Monument signs (§17.607(4))
 - Wayfinding/Directional signage (§17.603(1)(p))
 - Master Sign Package (required for multi-tenant) (§17.609(3)(a))
 - Electronic Messaging Center / Digital Reader Boards (§17.609)
 - Wall Signs (§17.607(1) & §17.608(2)(c)(2))
 - Window / Door Signs (§17.603(1)(h))
 - Pedestrian Orientated Projecting Signs (§17.607(3))
 - Special Exception Requested
- Miscellaneous*
 - Gooseneck Lighting (Downtown)
 - Downspout Locations
 - Design of Railings (no round)
 - Fence
 - Retaining walls
 - Ballard design

Lighting Plan

- All buildings and lot lines, existing / future*
- Location / nature of existing fixtures*
- Location of proposed fixtures*
- Photometric report (to scale on plan)*
- Manufactures cut-sheets of all fixtures*
- Pole heights including base*
- Number/type of fixtures identified on plan*

Landscape Plan

- Existing vegetation*
- Plantings to be removed*
- Proposed plantings to be added*
- Plantings clearly identified in plan*
- Plant lists with number of each species*
- Size when planted (caliper)*

Landscape Plan (continued)

- Proposed number of points
- Required number of points
- Approximate canopy at maturity
- Existing and proposed hardscape
- Proposed outdoor amenities (benches, paths, etc.)
- Proposed landscape features (berms, fountains)
- Proposed landscape features shall not hinder access to existing or proposed utilities or easements

Fire Prevention Bureau

- Residential: Single Family/Subdivision
 - Address approved by Police and Fire Departments
 - Address posted / visible from road
 - Hydrant locations and spacing between (Max. 500')
 - Dead end roads more than 150' requires an approved turn around
 - Cul-da-sac minimum size of 100' diameter
 - Roads and access lanes need to be all weather maintained and capable of holding 75,000 lbs
 - Minimum turning radius- 28' inside 42' outside
- Commercial / Residential Multi-Family (must comply with all requirements listed above)
 - Knox boxes installed per approved locations
 - 20' minimum width fire lanes
 - Fire lanes curb markings
 - 6" minimum water main if sprinkler system is required
 - FDC must be within 125' of a hydrant
 - Horn/Strobe above the FDC
 - All portions of the building must be within 300' of a hydrant
 - Fire lane / overhangs must have a 13'-6' min. height
 - Fire extinguishers
 - Exit / emergency light
 - Smoke and CO detectors as required
 - No extension cords in lieu of permanent wiring
 - Comply with all applicable NFPA Fire Codes
 - No grills on balconies and patios, unless specialty designed and approved by Bureau

Utility Plan

- All submittals to be in .pdf and AutoCAD Civil3D (Latest version), NAD 83 (2011) Wisconsin State Plan South Zone, US Foot, coordinate system.
- Sanitary Sewer Include:
 - Manhole: Rim Elevation, depth, diameter

- Pipe: Inverts, size, material, class, slope, direction of flow
- Laterals: Invert elevation at right-of-way line, length, size, depth of bury
- Dimensions: Lateral distance from downstream manhole, center-to center length of pipe, distance between sanitary sewer and water main at various locations
- Locations: All fittings, including air releases, bends, caps, crosses, tees, vents, clean outs, meter stations, isolation valves, and locator boxes should be identified
- Force Main Include:
 - Pipe: inverts, size, material, class, direction of flow
 - Dimensions: Lateral distance from downstream manhole, center-to center length of pipe
 - Locations: All fittings, including air releases, bends, caps, crosses, tees, vents, clean outs, meter stations, isolation valves, and locator boxes should be identified
- Water Include:
 - Hydrants: type, hydrant valve diameter, bury depth, northwest hydrant flange bolt elevation, 5-foot clear zone around hydrants
 - Valve: type, use, diameter
 - Pipe: Inverts, size, material, class, slope
 - Laterals : Invert elevation at right-of-way line, length, size, lateral valve diameter, depth of bury
 - Joint Restraints: Provide computations and locations
 - Dimensions: distance between laterals, distance between fittings and laterals, center-to center length of pipe, hydrant spacing, valve spacing, distance between sanitary sewer and water main at various locations
 - Locations: All fittings, including air releases, bends, caps, crosses, tees, vents, clean outs, meter stations, isolation valves, and locator boxes should be identified
- Electric Include:
 - Service: Size, voltage, service location, transformer location
- Easements:
 - Typical Utility Easement: Location, Size
 - Other Utility Easement: As required for facilities located outside of road right-of-way