



Department of City Planning
174 E. Wisconsin Avenue Oconomowoc, WI
www.oconomowoc-wi.gov | 262.569.2173

Administrative Building Review

The following information is required to be included and explained in your submittal. The submittal shall be no larger than 11"x17" and collated:

- \$75 Application Fee (*Check written to the City of Oconomowoc, or cash only*)
- This Application
- Project Summary / Narrative
- Overall site and building plan(s)
- Building elevation(s) to scale with dimensions
 - Identify true elevation markers and overall building height
 - Identify all building materials (*i.e. maker, color specs*)
- Color renderings of building elevation(s)
- Dumpster plan(s) and enclosure details (*i.e. colors, materials*)
- Exterior lighting plan(s) and details
- Landscaping plan and plant list
- [Email] All of the above in .pdf format (under 5MB) to Planning Staff
 - Jason Gallo, City Planner: JGallo@oconomowoc-wi.gov | phone: 262-569-2166
 - Kristi Weber, Planner: KWeber@oconomowoc-wi.gov | phone: 262-569-2173
- Provide all building materials and color samples for project

Name of Applicant requesting the review: _____

Applicant's Address (*include city, state and zip code*): _____

Applicant's telephone number: _____

Applicant's email address: _____

Name of Establishment requesting the review: _____

Address of Establishment (*include city, state and zip code*): _____

Name of Establishment's primary contact: _____

Primary contact's telephone number: _____

Primary contact's email address: _____

Property Owner of establishment requesting the review: _____

Property Owner's Address (*include city, state and zip code*): _____

Property Owner's telephone number: _____

Property Owner's email address: _____

Desired Start Date: _____ **Anticipated** Completion Date: _____

Zoning of Property: _____ In the **Downtown District?** (*yes/no*) _____ **-OR-** on the **Isthmus?** (*yes/no*) _____

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Administrative filing fees are due at the time an application is filed with the City Clerk's Office and are not refundable. In addition to the Administrative fees, City Planning Staff time will be charged back to the applicant. The Applicant will receive monthly invoices of payments due.

As Applicant/Agent/Property Owner, I agree to pay all chargebacks and to conform to the approval given by the City Planning Department / Architectural Commission.

Signature

Date



ARCHITECTURAL COMMISSION REQUIREMENT HANDOUT

It is **HIGHLY RECOMMENDED** that you contact the Planning Department as soon as possible, ideally a month prior to submittal, for an initial project review. Once the applicant is ready to apply for the Commission, the applicant shall submit **ten (10) collated color sets (no larger than 11" x 17")** of the Architectural Building Review Application / Sign Application, the applicable fee, architectural plans to the Planning Department along with **one (1) digital copy**. Planning Staff will verify the submittal is complete and if the submittal is complete, Planning Staff will place the development on the Architectural Commission agenda for review. The Architectural Commission will approve, deny, or postpone the development proposal.

Submittal Requirements:

- 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
 - Man Door
 - 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
 - Bollard design