

City of Waukesha Application for Development Review

Last Revision
Date:
Dec. 2019

City of Waukesha Community Development Department - 201 Delafield Street, Suite 200, Waukesha, WI 53188 262-524-3750
City of Waukesha Department of Public Works Engineering Division—130 Delafield Street, Waukesha, WI 53188 262-524-3600
www.waukesha-wi.gov

APPLICANT INFORMATION

Applicant Name: CFT NV Developments, LLC
Applicant Company Name: CFT NV Developments, LLC
Address: 1683 Walnut Grove Avenue
City, State: Rosemead, CA Zip: 91770
Phone: _____
E-Mail: _____

PROPERTY OWNER INFORMATION

Applicant Name: SAME AS APPLICANT
Applicant Company Name: _____
Address: _____
City, State: _____ Zip: _____
Phone: _____
E-Mail: _____

ARCHITECT/ENGINEER/SURVEYOR INFORMATION

Name: Daniel Bednar
Company Name: Chaput Land Surveys
Address: 234 W. Florida St.
City, State: Milwaukee, WI Zip: 53204
Phone: (414) 224-8068
E-Mail: dan@chaputlandsurveys.com

PROJECT & PROPERTY INFORMATION

Project Name: 5098.00
Property Address: 2720 N. Grandview Blvd. Waukesha, WI 53188
Tax Key Number(s): WAKC0974898
Zoning: B-3 General Business
Total Acreage: 2.3858 Existing Building Square Footage: total 12,505 SF ^{2 buildings}
Proposed Building/Addition Square Footage: /
Current Use of Property: General Business

PROJECT SUMMARY (Please provide a brief project description.)

Land combination. Split.

All submittals require a complete scaled set of digital plans (Adobe PDF) and shall include a project location map showing a 1/2 mile radius, a COLOR landscape plan, COLOR building elevation plans, and exterior lighting photometric maps and cut sheets. A pre-application meeting is required prior to submittal of any applications for Subdivisions, Planned Unit Developments, and Site and Architectural Plan Review. The deadline for all applications requiring Plan Commission Reviews is Monday at 4:00 P.M, 30 days prior to the meeting date. The Plan Commission meets the **Fourth Wednesday** of each month.

APPLICATION ACKNOWLEDGEMENT AND SIGNATURES

I hereby certify that I have reviewed the City of Waukesha Development Handbook, City Ordinances, Submittal Requirements and Checklists and have provided one PDF of all required information. Any missing or incomplete information may result in a delay of the review of your application. By signing this I also authorize The City of Waukesha or its agents to enter upon the property for the purpose of reviewing this application.

Applicant Signature: Daniel Bednar
Applicant Name (Please Print): DANIEL BEDNAR
Date: 10-20-23

For Internal Use Only:

Amount Due (total from page 2): _____ Amount Paid: _____ Check #: _____
Trakit ID(s) _____ Date Paid: _____

City of Waukesha Application for Development Review

TYPE OF APPLICATION & FEES (CHECK ALL THAT APPLY) Please note that each application type has different submittal requirements. Detailed submittal checklists can be found in Appendix A of the Development Handbook.

FEES

- Plan Commission Consultation \$200 _____
- Traffic Impact Analysis _____
 - Commercial, Industrial, Institutional, and Other Non-Residential \$480
 - Residential Subdivision or Multi-Family \$480
 - Resubmittal (3rd and all subsequent submittals) \$480

ONE OF THE THREE FOLLOWING ITEMS IS REQUIRED FOR SITE PLAN & ARCHITECTURAL REVIEWS (*):

- * Preliminary Site Plan & Architectural Review _____
 - Level 1: Buildings/additions less than 10,000 sq.ft. or sites less than 1 acre \$2,200
 - Level 2: Buildings/additions between 10,001-50,000 sq.ft. or sites between 1.01 and 10 acres \$2,320
 - Level 3: Buildings/additions between 50,001-100,000 sq.ft. or sites between 10.01 and 25 acres \$2,440
 - Level 4: Buildings/additions over 100,001 sq.ft. or sites greater than 25.01 acres. \$2,560
 - Resubmittal Fees (after 2 permitted reviews) \$750
- * Final Site Plan & Architectural Review _____
 - Level 1: Buildings/additions less than 10,000 sq.ft. or sites less than 1 acre \$1,320
 - Level 2: Buildings/additions between 10,001-50,000 sq.ft. or sites between 1.01 and 10 acres \$1,440
 - Level 3: Buildings/additions between 50,001-100,000 sq.ft. or sites between 10.01 and 25 acres \$1,560
 - Level 4: Buildings/additions over 100,001 sq.ft. or sites greater than 25.01 acres. \$1,680
 - Resubmittal Fees (3rd and all subsequent submittals) \$750
- * Minor Site Plan & Architectural Review (total site disturbance UNDER 3,000 total square feet) _____
 - Projects that do not require site development plans \$330
 - Resubmittal Fees (3rd and all subsequent submittals) \$330
- Certified Survey Map (CSM) _____
 - 1-3 Lots \$500
 - 4 lots or more \$560
 - Resubmittal (3rd and all subsequent submittals) \$180
 - Extra-territorial CSM \$260
- Preliminary Subdivision Plat (Preliminary Site Plan Review is also required.) _____
 - Up to 12 lots \$1,270
 - 13 to 32 lots \$1,390
 - 36 lots or more \$1,510
 - Resubmittal (3rd and all subsequent submittals) \$630
- Final Subdivision Plat (Final Site Plan Review is also required.) _____
 - Up to 12 lots \$660
 - 13 to 32 lots \$780
 - 36 lots or more \$900
 - Resubmittal (3rd and all subsequent submittals) \$480
 - Extra-territorial Plat \$540
- Rezoning and/or Land Use Plan Amendment _____
 - Rezoning \$630
 - Land Use Plan Amendment: \$630
- Conditional Use Permit _____
 - Conditional Use Permit with no site plan changes \$480
 - Conditional Use Permit with site plan changes \$480 plus applicable preliminary and final site plan fees above _____
- Planned Unit Development or Developer's Agreement (Site Plan Review is also required) _____
 - New Planned Unit Development or Developer's Agreement \$1,760
 - Planned Unit Development or Developer's Agreement Amendment \$610
- Annexation **NO CHARGE**
- House/Building Move \$150
- Street or Alley Vacations \$150

\$ 500

TOTAL APPLICATION FEES:

FINAL SITE PLAN & ARCHITECTURAL REVIEW PLAN SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

Final site and architectural plans are submitted only after the Plan Commission has approved Preliminary Site Plans for any new residential development with 4 or more units and all non-residential developments, including modifications to existing developments. Some projects may bypass Preliminary approval but only if it is determined by City staff in the Pre-Application meeting.

Review Time: Approximately 30 days (45 if Common Council review is needed)

Reviewing Departments: Community Development Planning Division, Public Works Engineering Division, Fire Department, Water Utility.

Reviewing Boards: Plan Commission. Common Council and Board of Public Works review may be required for certain projects.

In addition to this application and corresponding application fee you will also need:

- One (1) digital (PDF) that includes of items listed below
 - Cover letter outlining project details.
 - Color architectural elevations of all sides of the building and color perspective renderings
 - Landscape Plan (see Attachment I: Landscape Plan Checklist)
 - Attachment A: Development Review Checklist
 - Site Plan (see Attachment B: Engineering Plan Checklist)
 - Grading Plan (see Attachment C: Site Grading and Drainage Plan Checklist)
 - Stormwater Management Plan (see Attachment D: Stormwater Management Plan Checklist)
 - Utility Plans (see Attachment H: Sewer Plan Review Checklist)

MINOR SITE PLAN & ARCHITECTURAL REVIEW SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

Minor Site and Architectural review is intended for projects that may not need the extensive submittal requirements for Preliminary and Final Site Plan approval. Projects that qualify for Minor Site Plan submittal may include landscape, façade and building changes or minor site modifications that don't result in the addition of impervious surface.

Review Time: Approximately 30 days (45 if Common Council review is needed)

Reviewing Departments: Community Development Planning Division, Public Works Engineering Division, Fire Department, Water Utility.

Reviewing Boards: Plan Commission. Common Council and Board of Public Works review may be required for certain projects.

In addition to this application and corresponding application fee you will also need:

- One (1) digital (PDF) that includes of items listed below
 - Cover letter outlining project details.
 - Architectural elevations of all sides of the building being modified
- In addition, depending on the type of project, you may also need the following items:
 - Site Plan (see Attachment B: Engineering Plan Checklist)
 - Landscape Plan (see Attachment I: Landscape Plan Checklist)

CERTIFIED SURVEY MAP SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

A Certified Survey Map may be used to divide up to eight (8) lots in Commercial, Industrial, and Mixed Use zoning districts and up to four (4) lots in all other zoning districts.

Review Time: Approximately 45-60 days. An extension letter will be required if the approval process will take more than 90 days.

Reviewing Departments: Community Development Planning Division, Public Works Engineering Division, Fire Department, Water Utility.

Reviewing Boards: Plan Commission. Common Council and Board of Public Works review may be required for certain projects.

In addition to this application and corresponding application fee you will also need:

- One (1) digital (PDF) that includes of items listed below
 - Attachment E: Certified Survey Map Checklist
 - Attachment A: Development Review Checklist and other attachments as applicable.

**Please note If any exterior architectural, landscape, or site plan changes are required you must also go through Site Plan Review and meet all of those submittal requirements.*

City of Waukesha

Development Review Submittal Requirements

PLAN COMMISSION CONSULTATION SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

A Plan Commission Consultation may be submitted for review and comment for the owner/developer to ascertain the feasibility of a proposed project. A consultation is not required but may be submitted in advance of an actual submittal for a preliminary plat, CSM, Planned Unit Development, rezoning, conditional use or site plan. The Plan Commission will only provide feedback, no approvals will be given. Prior to applying for a Plan Commission Consultation you must discuss your project with the Planning Division to determine if a Plan Commission Consultation is recommended.

Review Time: Approximately 30 days

Reviewing Departments: Community Development Planning Division, Public Works Engineering Division, Fire Department, Water Utility.

Reviewing Boards: Plan Commission (optional)

In addition to this application and corresponding application fee you will also need:

- One (1) digital (PDF) copy of the plans you want conceptual review of
- Attachment A: Development Review Checklist. You should also review all other corresponding checklists that relate to the project that you are seeking conceptual review of and include as much information as possible.
- Cover letter outlining project details.

TRAFFIC IMPACT ANALYSIS SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

A Traffic Impact Analysis is required for projects that meet certain criteria. Please refer to the Developer's Handbook Section 4.4 to determine if your project requires a Traffic Impact Analysis

Review Time: Approximately 30 days

Reviewing Departments: Public Works Engineering Division

Reviewing Boards: None, however the Plan Commission may require a copy as part of site plan review process.

In addition to this application and corresponding application fee you will also need:

- One (1) digital (PDF) copy of the Traffic Impact Analysis

PRELIMINARY SITE PLAN & ARCHITECTURAL REVIEW SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

Preliminary site and architectural plans are required for any new residential development with 4 or more units and all non-residential developments. Preliminary site plan approval is also required for additions or modifications to existing developments and projects where a stormwater management plan is needed. Preliminary approval is required unless it is determined by City staff in the Pre-Application meeting that the project only needs Final Site and Architectural Review.

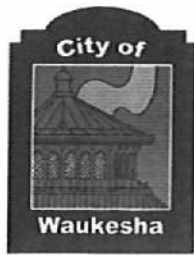
Review Time: Approximately 30 days (45 if Common Council review is needed)

Reviewing Departments: Community Development Planning Division, Public Works Engineering Division, Fire Department, Water Utility.

Reviewing Boards: Plan Commission. Common Council and Board of Public Works review may be required for certain projects.

In addition to this application and corresponding application fee you will also need:

- One (1) digital (PDF) that includes of items listed below
 - Cover letter outlining project details.
 - Color architectural elevations of all sides of the building and color perspective renderings
 - Conceptual Landscape Plan
 - Attachment A: Development Review Checklist
 - Site Plan (see Attachment B: Engineering Plan Checklist)
 - Grading Plan (see Attachment C: Site Grading and Drainage Plan Checklist)
 - Stormwater Management Plan (see Attachment D: Stormwater Management Plan Checklist)
 - Utility Plans (see Attachment H: Sewer Plan Review Checklist)
 - Any other attachments as applicable.



City of Waukesha
 Department of Public Works
 201 Delafield Street
 Waukesha, WI 53188
 Waukesha-wi.gov

Certified Survey Map Checklist

Attachment E
 (Rev 1/22)

Project Name: 5098.00

Engineer & Design Firm: _____

Surveyor: Chaput Land Surveys

Checklist to be completed and signed:			
YES	NO	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scale and north arrow
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scale of plans less than or equal to 1" = 100'
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of original and revisions noted
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certification from surveyor that Plat complies with State Statute 236
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Digital PDF submitted
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of all existing structures and first floor elevations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of utility and drainage easements
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exact length and bearing of the centerline of all streets
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exact street width along the line of any obliquely intersecting street
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Railway rights-of way within and abutting the plat
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location and size of all lands to be dedicated for public use (when required)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Comprehensive site grading drainage plan
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Special restrictions relating to access control, planting strips, restrictive yard requirements, etc. (when required)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Map shows entirety of all parcels in proposed certified survey map
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Major street setback or WisDOT setbacks (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Floodplain limits of the 100-year recurrence interval flood
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location of any wetlands, shore land, or other environmental areas (if applicable)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Survey documentation references- Horizontal: North American Datum of 1983/2011; Vertical: North American Vertical Datum of 1988 (12)
Plans to be submitted (when applicable):			
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Street plans and profiles
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sanitary sewer plans and profiles
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Storm sewer plans
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Grading and drainage plans
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Water main plans and profiles
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Erosion control plans
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Landscape plans