



City of Waukesha Application for Development Review

Last Revision
Date:
July 2024

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

APPLICANT INFORMATION

Applicant Name: Adam Stein (Architect)
Applicant Company Name: Logic Design & Architecture, Inc.
Address: 10400 W Innovation Dr, Suite 330
City, State: Milwaukee, WI Zip: 53226
Phone: (414) 909-0080
E-Mail: astein@logicda.com

ARCHITECT/ENGINEER/SURVEYOR INFORMATION

Name: Mark Seidl (Civil Engineer)
Company Name: Pinnacle Engineering Group, LLC
Address: 20725 Watertown Rd, Suite 100
City, State: Brookfield, WI Zip: 53186
Phone: (262) 754-8888
E-Mail: mseidl@pinnacle-engr.com

PROPERTY OWNER INFORMATION

Applicant Name: Jimmy Rosen
Applicant Company Name: Somerstone LLC
Address: 19035 W Capital Dr, #108
City, State: Brookfield, WI Zip: 53045
Phone: (414) 708-1200
E-Mail: jrosen@somerstone.com

PROJECT & PROPERTY INFORMATION

Project Name: New Retail Building Shell For: Starbucks
Property Address: 101 W Sunset Dr
Tax Key Number(s): WAKC.1353.412
Zoning: B-5 Community Business
Total Acreage: 3.088 Existing Building Square Footage: ±27,881
Proposed Building/Addition Square Footage: 2,570 sf
Current Use of Property: Parking Lot


PROJECT SUMMARY (Please provide a brief project description.)

The included proposal is for an approximate 2,570 square foot Starbucks café with drive thru and approximately 330 square foot outdoor patio area. This submittal is for building shell only, Starbucks will submit interior buildout drawings, occupancy applications, signage approvals, etc. under separate covers. As presented, this design is consistent with Starbuck's new prototype but also includes several upgrades (raised parapets, façade articulation, materials in contrasting yet complimentary colors and textures) to ensure consistency with the future vision of the surrounding neighborhood.

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 
Applicant Name (Please Print) Adam Stein
Date: 11.15.24

For Internal Use Only:

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

Naming Conventions for Plan Commission Files/Submissions

Digital files submitted for Plan Commission will need to be labeled with one of the naming conventions below. For example, if the applicant is submitting a plan for landscaping on a project, **please label the PDF as Landscape Plan followed by the business name, address and date (month and year)** Files that do not have names or only include PDF numbers will be returned to the applicant to rename.

Community Development

Engineering & Other Departments

Elevations and Architectural Plans– **Project Name, address**

Site Engineering and grading

Site Plans

Stormwater Management Plan

Landscape Plans

Traffic Study

Plan Commission Application

Erosion Control

Renderings

Wetland Delineation

Certified Survey Map– CSM

Utility Plans

Lighting and Photometrics

Flood Plain

Signs

Maintenance Agreements

PUD

Development Review Checklist

Easements

Rezoning

Preliminary Plat

Final Plat

Example: **Site Plans– City of Waukesha City Hall Project, 201 Delafield Street, July 12, 2023**

THIRD PARTY ENGINEERING REVIEW DEPOSIT

Deposits for third party Engineering Review must be included at the time of application. Please follow the schedule below:

Engineering Review Deposit Schedule	
<i>Project Type</i>	<i>Deposit Amount</i>
1 or 2 Family Residential CSM	\$750
All Other CSMs	\$2,500
Preliminary SPAR	\$5,000
Final SPAR	\$5,000
Preliminary Plat	\$7,500
Final Plat	\$7,500

The deposit is a separate payment from the required application fees. Two payments will be required with the application. **The Engineering Review Deposit must be in the form of a check made out to the City of Waukesha.**

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/Conceptual Review **\$200** 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** Engineering Review Deposit \$5,000 + _____
 - 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** Engineering Review Deposit \$5,000 + _____
 - 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) Engineering Review Deposit \$750 or \$2,500 (see schedule) + _____
 - 1-3 Lots **\$500**
 - 4 lots or more **\$560**
 - Resubmittal (3rd and all subsequent submittals) **\$180**
 - Extra-territorial CSM **\$260**
- Preliminary Subdivision Plat Engineering Review Deposit \$7,500 + _____
 - 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.) Engineering Review Deposit \$7,500 + _____
 - 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**

TOTAL APPLICATION FEES:

Engineering Review Deposit Total = _____ Application Fee Total = 200

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.