



CITY OF WAUKESHA
DEPARTMENT OF COMMUNITY DEVELOPMENT
City Hall, 201 Delafield Street, Waukesha, WI 53188
(262) 524-3750

CONDITIONAL USE PERMIT APPLICATION

This application must accompany a Plan Commission Application along with the required fee.
The Plan Commission may not make a decision on this request if the property owner is not present at the meeting.

DATE: 10.15.24

☒ NEW APPLICATION

☐ AMENDMENT TO EXISTING CONDITIONAL USE PERMIT

Please describe your proposed use below in as much detail as possible. Be sure to include potential future growth, to avoid needing to come back for further approvals in the future. Some portions of the questionnaire below will not apply to all Conditional Use Permit applications. If there are relevant details which are not covered below, please attach a written narrative to explain them.

NAME OF PROJECT OR BUSINESS: Generator Installation

LOCATION OF USE: 239 N. East Ave. Waukesha, WI 53186

TYPE OF USE: Emergency back up generator

Is this a NEW use or is this use being relocated from somewhere else? New

If you are relocating a use, where are you relocating it from? NA

Do you operate a use in other locations? (Circle one) YES (NO)

If yes, please explain: _____

Will the use be occupying an existing building or will you be building a new building? (EXISTING) NEW

Hours and days of operation: 24 hrs / Day 7 Days / Week

Number of Employees: 8AM-4PM = 7 4PM-12AM = 5 12AM-8AM = 3

Number of on-site parking stalls available: 13

Length of permit requested (6 month, 1 year, 2 year, permanent): _____

Current zoning: Residential

Is a License required to operate this use? (Circle one) YES (NO) If yes, please attach a copy.

Name of licensing authority: _____

Will any hazardous materials be used? NO

The following information must be attached to process the permit:

- ☒ A site map showing the location of the proposed site.
- ☒ A site plan showing the location of building(s), parking, landscaping, etc.
- ☒ A floor plan of the building showing how it will be used for the proposed use.
- ☒ If an existing building, a photo of the building.
- ☐ If new, complete development plans must be submitted per the development guidelines.
- ☐ If facade changes are proposed, plans must be submitted showing changes.
- ☐ A business plan if there is one; otherwise answer the questions on the back.

Please attach a copy of your Business Plan if you have one.

If you do not have written Business Plan or choose not to share it, please answer the following questions:

1. What business will you be in? Education
2. Explain your business' daily operations. Office of Public Safety
3. How will business be managed on a daily basis? On site supervisor
4. What are your products or services? Public Safety
5. Will your employees need additional parking? NO
6. Are employees required to have any certification(s)? NO
7. Who is the owner of the building or premises where your business will be conducted?
Carroll University
8. If you are not owner of the building or premises where your business will be conducted, do you have a lease agreement with the owner? _____
9. Are there any insurance requirements for your business? NO
10. Will you have property insurance? YES
11. Are there any noise considerations/concerns with your business operations?
NO

Please Note: If approved, this permit will be issued to the applicant only and will not be transferrable. This application will become null and void if required fees and materials are not submitted at time of application. Any physical changes made to the building may require the installation of additional fire protection systems. Please contact the Fire Marshal for further discussion.



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: Michelle Loberg
Applicant Company Name: Carroll University
Address: 1111 Sentry Drive
City, State: Waukesha WI Zip: 53186
Phone: 414-881-5580
E-Mail: mloberg@carrollu.edu

ARCHITECT/ENGINEER/SURVEYOR INFORMATION

Name: NA
Company Name: _____
Address: _____
City, State: _____ Zip: _____
Phone: _____
E-Mail: _____

PROPERTY OWNER INFORMATION

Applicant Name: Carroll University
Applicant Company Name: Carroll University
Address: 100 N EAST AVE
City, State: Waukesha WI Zip: 53186
Phone: _____
E-Mail: _____

PROJECT & PROPERTY INFORMATION

Project Name: Generator
Property Address: 239 N. East Ave
Tax Key Number(s): _____
Zoning: Residential
Total Acreage: _____ Existing Building Square Footage: _____
Proposed Building/Addition Square Footage: NA
Current Use of Property: OFFICE SPACE

PROJECT SUMMARY (Please provide a brief project description.)

Emergency Generator Back Up For Public Safety building

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: Michelle Loberg
Applicant Name (Please Print): Michelle Loberg
Date: 10-15-24

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

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

Site Plans

Landscape Plans

Plan Commission Application

Renderings

Certified Survey Map– CSM

Lighting and Photometrics

Signs

PUD

Easements

Rezoning

Preliminary Plat

Final Plat

Engineering & Other Departments

Site Engineering and grading

Stormwater Management Plan

Traffic Study

Erosion Control

Wetland Delineation

Utility Plans

Flood Plain

Maintenance Agreements

Development Review Checklist

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**
- ☐ 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 =

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.

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.*

PRELIMINARY PLAT SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

A Preliminary Plat shall be used to subdivide land in the City. The applicant is responsible for submitting the Preliminary Plat to Waukesha County and the State of Wisconsin for review.

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 F: Preliminary Plat Checklist
 - ☐ Cover letter outlining project details.
 - ☐ Attachment A: Development Review Checklist and other attachments as applicable
 - ☐ Stormwater Management Plan (see Attachment D: Stormwater Management Plan Checklist)

FINAL PLAT SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

A Final plat shall be used to subdivide land in the City. The applicant is responsible for submitting the Final Plat to Waukesha County and the State of Wisconsin for review.

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 G: Final Plat Checklist
 - ☐ Cover letter outlining project details.
 - ☐ Attachment A: Development Review Checklist and other attachments as applicable.
 - ☐ Stormwater Management Plan (see Attachment D: Stormwater Management Plan Checklist)

REZONING & COMPREHENSIVE PLAN AMENDMENT SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

This review is for any requests to rezone land or amend the City's Comprehensive Master Plan. For rezonings all property owners within 300 feet of the property will be notified of your request.

Review Time: 45-60 Days

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

Reviewing Boards: Plan Commission, Common Council

Additional Information: Rezonings must be done in accordance with the Comprehensive Plan. Please consult with Planning staff to determine if a Comprehensive Plan Amendment is also required prior to submitting a rezoning application.

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 and rationale for rezoning
 - ☐ Rezoning Form including legal description and notarized owner(s) signatures (rezoning applications only)
 - ☐ Conceptual Plan (if applicable)

**Please note this application fee only covers the rezoning and/or Comprehensive Plan Amendment. If you are proposing site plan changes or are subdividing land you will also need to meet the applicable submittal requirements for those proposals.*

CONDITIONAL USE PERMIT SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

Any use listed as a Conditional Use in Chapter 22 (Zoning Code) requires a Public Hearing in front of the Plan Commission prior to building or occupancy permits being issued. All property owners within 300 feet of the property will be notified of your request.

Review Time: 30-45 days

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

Reviewing Boards: Plan Commission

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

☒ One (1) digital (PDF) that includes of items listed below

☒ Conditional Use Permit Application

**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.*

PLANNED UNIT DEVELOPMENT OR DEVELOPER'S AGREEMENT SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

The PUD Overlay District is intended to permit development that will, over a period of time, be enhanced by coordinated area site planning, diversified location of structures, diversified building heights and types, and/or mixing of compatible uses. The PUD Overlay District under this Chapter will allow for flexibility of overall development design with benefits from such design flexibility intended to be derived by both the developer and the community, while at the same time maintaining insofar as possible the standards or use requirements set forth in the underlying basic zoning district.

Developer's Agreements are used for any project that require public infrastructure improvements (sewer, storm sewer, sidewalks, etc) and other off-site improvements such as median openings, traffic signals, street widening, etc..

Review Time: 45-60 days

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

Reviewing Boards: Plan Commission, Common Council. Some projects will also require Board of Public Works review.

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/statement that outlining project details and all of the required information set forth in the Zoning Ordinance Section 22.52 (4)(a)

☐ Rezoning Form including legal description and notarized owner(s) signatures (rezoning applications only)

☐ General Development Plan

☐ Proposed Supplemental Design Elements (required for all PUDs under the minimum required acreage)

**Please note in addition to the PUD submittal requirements your project will also need additional application fees and submittal materials based on the project type. This may include Preliminary and Final Plats, Preliminary and Final Site and Architectural Plans, Certified Survey Maps, Traffic Impact Analysis. Staff will inform you of any additional submittal requirements at the Pre-Application meeting, which is required prior to submitting your application.*

ANNEXATION SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

Requests for annexation as permitted under Section 66.0217 Wisconsin Statutes.

Review Time: 45-60 days

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

Reviewing Boards: Plan Commission, Common Council

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

☐ One (1) digital (PDF) that includes of items listed below

☐ Copy of your State of Wisconsin Request for Annexation Review Application

☐ Signed City of Waukesha Direct Annexation Petition

☐ Map of property of property to be annexed.

☐ A boundary description (legal description of property to be annexed)

☐ Any additional information on the annexation.

HOUSE/BUILDING MOVE SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION

Any application to move a home or building from one location to another in the City requires review by staff and the Plan Commission.

Review Time: 30-45 days

Reviewing Departments: Community Development Planning & Building Inspection Divisions, Public Works Engineering Division, Fire Department, Water Utility, Police Department, Any affected Public Utilities

Reviewing Boards: Plan Commission

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

- ☐ One (1) digital (PDF) that includes of items listed below
 - ☐ Address of existing structure and address of final destination for structure
 - ☐ Site Plan showing location of house/building at the new location
 - ☐ Proposed route for moving structure. Should also include any overhead wires, mailboxes, or other obstructions that will need to be temporarily relocated to allow for the house/building to get to the new site.

STREET VACATIONS

Street Vacations must be reviewed and approved by the Plan Commission.

Review Time: 45-60 days

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

Reviewing Boards: Plan Commission, Common Council

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

- ☐ One (1) digital (PDF) that includes a map and legal description of the areas to be vacated.



**24 HOUR EMERGENCY
RESPONSE SERVICE
262-506-3200**

Thank you for choosing NEXT Electric as your Electrical Service provider. We are committed to delivering the best possible service and we appreciate your business.

Safety Excellence:

At NEXT Electric, safety is our first priority. Our certified electricians understand the importance of safety in our industry and are fully committed to ensuring a safe, quality work environment for both customers and crewmembers. We are accustomed to working in complex power situations where the prevention of accidents is fundamental and we strive to complete every project injury-free.

About NEXT:

NEXT Electric is an electrical contractor with diverse capabilities to successfully complete even the most intricate electrical projects. Our electricians are qualified to deliver high quality solutions safely, on time and on budget.

Our Electrical Services Include:

- Full-Service Design and Build
- Design Assistance
- Plan and Specification Projects
- Low, Medium, and High Voltage Solutions
- Arc Flash Analysis
- Remodel Projects
- Maintenance Services
- Energy-Efficient and Cost-Effective Design / Build Expertise
- Data Center and Manufacturing Project Experience
- PLC Programming
- System Integration
- 24-Hour Emergency Response
- Infrared Scanning
- Power Logging
- Medium Voltage Maintenance

From routine maintenance to full design and installation, NEXT Electric can handle all your power needs.

**OSHA 30 Certified
NFPA 70E Certified**



NEXT Electric, LLC. Quotation
For
Carroll

September 25, 2024

Prepared for: Joe Klein

Prepared by: Brian Roffers

Proposal Number: S2024-694

Project Description: NEXT Electric, LLC. is pleased to provide a proposal for the generator project at the Business house. Thank you for the opportunity to propose our safe power solution.

Pricing:

- Our budgetary quote for the Ramp location is **\$27,230.00**
 - *Option to locate Gen by existing A/C units ADD: **\$1,570.00***
- Pricing is valid for 30 Days
- Our proposed price is based on current commodity material pricing and availability. With the current fluctuation of the cost and availability of materials, we will need to verify both pricing and availability at the time of acceptance of this proposal. At that time, we will determine if there will be any necessary changes.

Proposal Considerations: NEXT Electric's proposal is based on the requirements as described in:

- ☐ Site Visit Conducted by NEXT Electric
- ☐ Project Scope of Work Provided by **Joe Klein**
- ☐ Electrical installation per National Electrical Code
- ☐ All work to be performed during normal business hours
- ☐ Location options are next to the parking lot by the ramp or by the A/C units
 - (2) Bollards will be provided and install on existing curb for the ramp location

Proposal Inclusions: We have **included** the following implementation items within our proposal:

- ☐ Provide and install (1) 26KW 120/240V 1PH generator with automatic transfer switch
- ☐ Natural gas line connection
- ☐ 56" x 30" Concrete pad
- ☐ All associated conduits, boxes, fittings and wire
- ☐ Removal of electrical waste, rubbish and recyclables
- ☐ Sales tax on material
- ☐ Electrical Permit

Proposal Exclusions: The following items are **not included** the proposal pricing:

- ☐ Cost associated with WE Energies meter upgrade
- ☐ Sawcutting, removal or replacement of existing pavement
- ☐ Site restoration or landscaping
- ☐ Pre-existing code violations
- ☐ Conduit painting
- ☐ Overtime costs



If you have any questions or further requirements do not hesitate to contact me at 262-492-5380.

Sincerely,
Brian Roffers
Service Account Manager
NEXT Electric, LLC.

Please Sign & Date for Proposal Acceptance

A handwritten signature in black ink, appearing to read "Paul Zinck", written over a horizontal line.

(Signature)

Paul Zinck

(Name Printed)

10/8/2024

(Date)

Paul Zinck
VP for Finance & Administration
Carroll University

Project Address

239 N East Ave
Waukesha

Michelle Loberg

From: Roffers, Brian - NEXT <brian.roffers@nextelectricllc.com>
Sent: Thursday, October 10, 2024 7:40 AM
To: Michelle Loberg
Subject: RE: Business House Picture

CAUTION: This e-mail originated from outside of Carroll University. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Michelle,

Dimensions (LxWxH):48"x25"x29"

Concrete pad 56" x 30"

Brian Roffers

Service Account Manager



C 262.492.5380 | O 262.506.3200

brian.roffers@nextelectricllc.com | www.nextelectricllc.com

1121 Marlin Court Waukesha, WI 53186

From: Michelle Loberg <mloberg@carrollu.edu>
Sent: Wednesday, October 9, 2024 4:03 PM
To: Roffers, Brian - NEXT <brian.roffers@nextelectricllc.com>
Subject: RE: Business House Picture

Can you please give me the dimensions of the generator and also of the pad it will sit on?

Thank you!

Michelle Loberg
Project Manager

Office: 262-524-7637
Fax: 262-524-7311
Cell: 414-881-5580
mloberg@carrollu.edu
carrollu.edu



100 N. East Avenue | Waukesha, WI 53186



239 N East Ave

Michelle Loberg

From: Mloberg
Sent: Friday, September 27, 2024 8:39 AM
To: Michelle Loberg
Subject:

CAUTION: This e-mail originated from outside of Carroll University. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Back Lot





Michelle Loberg

From: Mloberg
Sent: Wednesday, September 25, 2024 11:24 AM
To: Michelle Loberg
Subject:

CAUTION: This e-mail originated from outside of Carroll University. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Generator options





Campus Map 2024-25

1. Pioneer Hall
2. Prairie Hall
3. Frontier Hall
4. The Orange Thread
5. College Avenue Apartments
6. Richards Smart House
7. Jean Kilgour Field
8. Dennis Purnies Track and Field Complex
9. Grounds Building
10. Carroll Street Apartments
11. Education Hall

12. Jean Kilgour-Traillblazer Tennis Center
13. Quarry/Graphicus Team Center
14. Scowell Stadium
15. Cloths Morava Pavilion
16. Community Garden
17. 202 W College Ave.
18. Michael and Mary Jaharis Science Laboratories
19. Doug and Nancy Harstad Hall
20. Garfield Gymnasium
21. Van Male Natatorium
22. Physical Therapy Building
23. Van Male Field House
24. Todd Wehr Memorial Library
25. Main Hall

26. Rankin Hall
27. Voorhees Hall
28. Medallion Plaza
29. Main Lawn
30. Shattuck Music Center
31. Van Male Plaza
32. Oregon Theatre/Herke Housing Center
33. Hummer Memorial Chapel and Art Center
34. Center for Student Life and Wellness
35. College of Health Sciences Administration Building
36. Hartwell Avenue Apartments
37. 1239 N East Ave

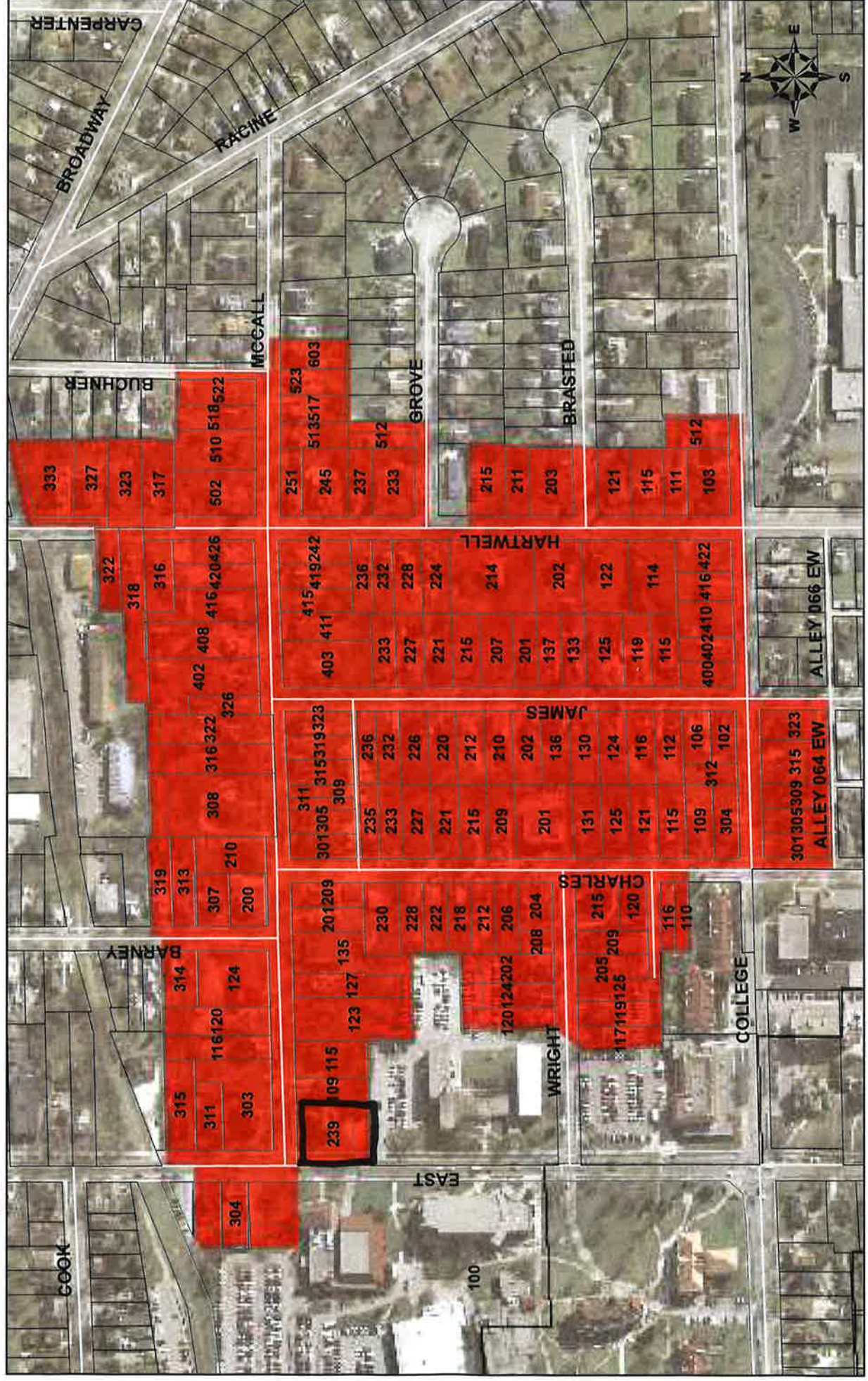
38. Swarthout Hall
39. Steele Hall
40. Black Cultural House
41. The Betty Lou Tilaksky International House
42. The Asian Pacific Islander and Desi American Cultural House
43. Public Safety
44. Human Resources
45. 206 N Charles St.
46. A. Paul Jones Scholars Hall
47. La Casa de Carroll
48. Prids House
49. CDR Dan F. Stanowicz '83, USN Veterans House

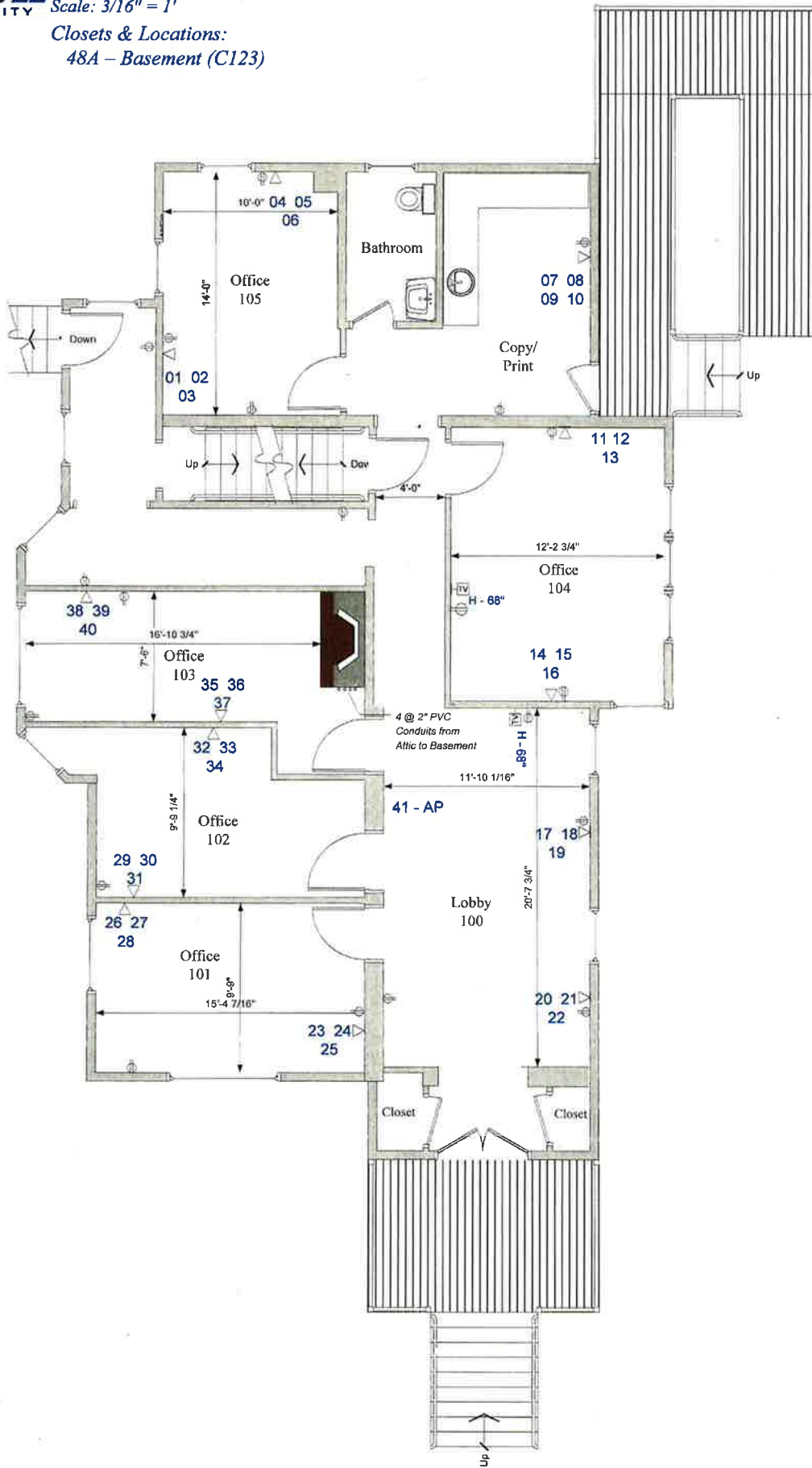
50. Fraternity and Sorority Life
51. 117 Wright St.
52. Campus Center
53. Shirley Higley Hall
54. Kilgour Hall
55. MacAllister Hall
56. 114 S East Ave.
57. President's House
58. Sneed House
59. North Bergstrom Hall
60. South Bergstrom Hall - Faculty Commons
61. Haertel Field
62. Idea Lab
63. Center for Graduate Studies

Explore online at
carrollu.edu/map



McCall Street Historic District





Closets & Locations:
48A - Basement (C123)

