



# City of Waukesha Application for Development Review

Last Revision  
Date:  
January 2025

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

### 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

### 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

### 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 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: 01.24.25

**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:

<b>Engineering Review Deposit Schedule</b>	
<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 **\$390** \_\_\_\_\_
- 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 **\$2,240**
  - Level 2: Buildings/additions between 10,001-50,000 sq.ft. or sites between 1.01 and 10 acres **\$2,460**
  - Level 3: Buildings/additions between 50,001-100,000 sq.ft. or sites between 10.01 and 25 acres **\$2,680**
  - Level 4: Buildings/additions over 100,001 sq.ft. or sites greater than 25.01 acres. **\$2,900**
  - Resubmittal Fees (after 2 permitted reviews) **\$750**
- \*  **Final Site Plan & Architectural Review** Engineering Review Deposit \$5,000 + 1,360
  - Level 1: Buildings/additions less than 10,000 sq.ft. or sites less than 1 acre **\$1,360**
  - Level 2: Buildings/additions between 10,001-50,000 sq.ft. or sites between 1.01 and 10 acres **\$1,480**
  - Level 3: Buildings/additions between 50,001-100,000 sq.ft. or sites between 10.01 and 25 acres **\$1,700**
  - Level 4: Buildings/additions over 100,001 sq.ft. or sites greater than 25.01 acres. **\$2,020**
  - 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 **\$420**
  - Resubmittal Fees (3rd and all subsequent submittals) **\$420**
- Certified Survey Map (CSM)** Engineering Review Deposit \$750 or \$2,500 (see schedule) + 690
  - 1-3 Lots **\$690**
  - 4 lots or more **\$750**
  - Resubmittal (3rd and all subsequent submittals) **\$180**
  - Extra-territorial CSM **\$450**
- Preliminary Subdivision Plat** Engineering Review Deposit \$7,500 + \_\_\_\_\_
  - Up to 12 lots **\$1,335**
  - 13 to 32 lots **\$1,530**
  - 36 lots or more **\$1,750**
  - Resubmittal (3rd and all subsequent submittals) **\$695**
- Final Subdivision Plat (Final Site Plan Review is also required.)** Engineering Review Deposit \$7,500 + \_\_\_\_\_
  - Up to 12 lots **\$750**
  - 13 to 32 lots **\$995**
  - 36 lots or more **\$1,215**
  - Resubmittal (3rd and all subsequent submittals) **\$695**
  - Extra-territorial Plat **\$930**
- Rezoning and/or Land Use Plan Amendment** \_\_\_\_\_
  - Rezoning **\$745**
  - Land Use Plan Amendment: **\$705**
- Conditional Use Permit**
  - Conditional Use Permit with no site plan changes **\$530**
  - Conditional Use Permit with site plan changes **\$570** 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 **\$2,000**
  - Planned Unit Development or Developer's Agreement Amendment **\$960**
- Annexation NO CHARGE**
- House/Building Move \$150**
- Street or Alley Vacations \$465**

**TOTAL APPLICATION FEES:**

Engineering Review Deposit Total = \_\_\_\_\_ Application Fee Total = 9,550

# 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.*