



City of Waukesha Application for Development Review

Last Revision
Date:
April, 2024

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

APPLICANT INFORMATION

Applicant Name: Chad Kemnitz
Applicant Company Name: Professional Consultants, Inc.
Address: 133 Hill St.
City, State: Hartland, WI Zip: 53029
Phone: 262-367-6080
E-Mail: k@pci48.com

PROPERTY OWNER INFORMATION

Applicant Name: Justin Fehrman
Applicant Company Name: Realty Income Properties 24, LLC
Address: W133 N 8569 Executive Pkwy
City, State: Menomonee Falls WI Zip: 53051
Phone: 262-253-7535
E-Mail: justin.fehrman@russdarrow.com

ARCHITECT/ENGINEER/SURVEYOR INFORMATION

Name: Jeremy Jeffery
Company Name: raSmith Inc.
Address: 16745 W Bluemound Rd
City, State: Brookfield, WI Zip: 53005
Phone: 262-317-3330
E-Mail: jeremy.jeffery@rasmith.com

PROJECT & PROPERTY INFORMATION

Project Name: Russ Darrow Kia
Property Address: 2141 Moreland Blvd.
Tax Key Number(s): WAKC1005242
Zoning: B-5
Total Acreage: 4.51 Existing Building Square Footage 16,977
Proposed Building/Addition Square Footage: 1,802
Current Use of Property: car dealership

PROJECT SUMMARY (Please provide a brief project description.)

The proposed redevelopment is planning for a building addition to the existing Russ Darrow Kia Building and adding a curb and gutter landscape island. Other additions to the site will be seal coating the existing parking lot and restriping. All improvements are contained on the property.

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: Chad K. Kemnitz
Applicant Name (Please Print) Chad Kemnitz
Date: 7-22-24

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**

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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** 1,320
 - 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**

TOTAL APPLICATION FEES:

1,320

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 H: Landscape Plan Checklist)

Site Plan (see Attachment A: Engineering Plan Checklist)

Grading Plan (see Attachment B: Site Grading and Drainage Plan Checklist)

Stormwater Management Plan (see Attachment C: Stormwater Management Plan Checklist) N/A

Utility Plans (see Attachment G: Sewer Plan Review Checklist) N/A

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 A: Engineering Plan Checklist)

Landscape Plan (see Attachment H: 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 D: Certified Survey Map Checklist

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.*