



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: Luis Machare
Applicant Company Name: Shell Gas Station
Address: 4601 W. Sunset Dr
City, State: Waukesha Zip: 53189
Phone: 262-224-6362
E-Mail: Lou.Machare@me.com

ARCHITECT/ENGINEER/SURVEYOR INFORMATION

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

PROPERTY OWNER INFORMATION

Applicant Name: Scott Warren
Applicant Company Name: Scott Oil
Address: 5362 State Rd 11
City, State: ELKHORN, WI Zip: 53121
Phone: 262-723-2278
E-Mail: info@scottoilinc.com

PROJECT & PROPERTY INFORMATION

Project Name: _____
Property Address: _____
Tax Key Number(s): _____
Zoning: _____
Total Acreage: _____ Existing Building Square Footage: _____
Proposed Building/Addition Square Footage: _____
Current Use of Property: _____

PROJECT SUMMARY (Please provide a brief project description.)

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: [Signature]
Applicant Name (Please Print): Luis A. Machare
Date: 6/26/2025

For Internal Use Only:

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

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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/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 =