



# 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: Zach Singer  
Applicant Company Name: CG Schmidt  
Address: 11777 West Lake Park Dr.  
City, State: Milwaukee Zip: 53224  
Phone: 414-758-9075  
E-Mail: zach.singer@cgschmidt.com

### ARCHITECT/ENGINEER/SURVEYOR INFORMATION

Name: David Willis  
Company Name: Ambrose Engineering  
Address: W66 N215 Commerce Court  
City, State: Cedarburg, WI Zip: 53012  
Phone: (262) 377-7602  
E-Mail: david.willis@ambeng.com

### PROPERTY OWNER INFORMATION

Applicant Name: Kyle McCarthy  
Applicant Company Name: Waukesha School District  
Address: 301 Hyde Park Ave  
City, State: Waukesha, WI Zip: 53188  
Phone: 262-970-4312  
E-Mail: kmccarth@waukesha.k12.wi.us

### PROJECT & PROPERTY INFORMATION

Project Name: Waukesha South HS ADA Ramp  
Property Address 401 EAST ROBERTA AVENUE  
Tax Key Number(s): WAKC1339976  
Zoning: \_\_\_\_\_  
Total Acreage: N/A Existing Building Square Footage N/A  
Proposed Building/Addition Square Footage: 100 SF  
Current Use of Property: School / Education

### PROJECT SUMMARY (Please provide a brief project description.)

Modification of an existing exterior staircase to add a handicap ramp. Existing planter box would be removed as part of construction, however landscaping will be kept in tact to the best of our ability.

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) Zach Singer

Date: 6/27/2025

### 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 **\$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 + \_\_\_\_\_

☐ 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) + \_\_\_\_\_

☐ 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 =

# 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.



Subject: Plan Review Submission – PR-6758  
401 E Roberta Ave – ADA Ramp Improvements  
Waukesha South High School

Dear Plan Review Team,

On behalf of CG Schmidt, I am submitting the construction documents for the ADA ramp improvements at Waukesha South High School, located at 401 E Roberta Ave. These documents reflect updates made in response to the conditional approval issued on May 8, 2025, and incorporate all requested clarifications and revisions outlined

The scope of work includes Level 1 Alteration improvements to the existing ramp structure, with attention to code compliance for accessibility, emergency egress, and structural integrity. The intent of this project is to increase accessibility to the high school by modifying the existing exterior staircase by adding an ADA accessible ramp. The existing planter box would be removed in order to accommodate the ramp but the existing landscaping would be left as existing to the best of our ability.

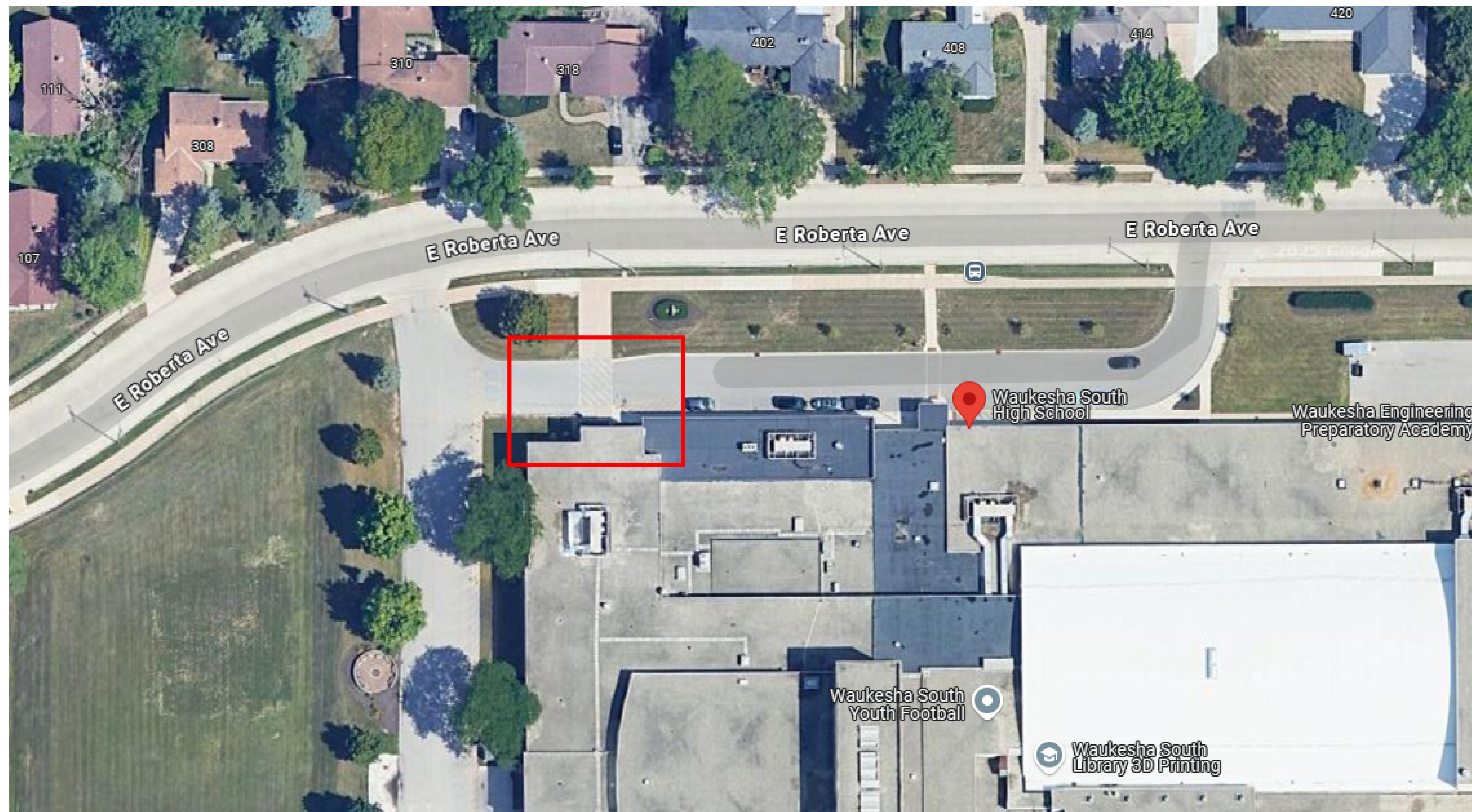
We have provided the following documents in order to assist with your review:

- Revised construction drawings
- Conditional approval documentation from the E-Review
- Completed and signed off permit application form

Should you require any additional information or clarification, please do not hesitate to contact me directly. Thank you for your continued collaboration.

Sincerely,  
Zach Singer  
Project Manager  
CG Schmidt, Inc.  
zach.singer@cgschmidt.com  
(414) 758-9075





WAUKESHA SOUTH HIGH SCHOOL

ADA RAMP ADDITION

401 EAST ROBERTA AVENUE  
WAUKESHA, WI 53186



**PLAN CONDITIONALLY APPROVED**

No Variation of this Plan is Permitted without the Approval of E-Plan Exam and the Municipal Building Inspection Department. See Plan Review Letter and/or Permit for additional conditions that must be addressed during construction prior to inspection.

Review Type: Building & Structure Review Only

Approved By: *David Hamann* Date: 05/08/2025







May 8, 2025



**E-PLAN**  
EXAM

Approved

Zach Singer  
CG Schmidt, Inc  
11777 West Lake Park Drive  
Milwaukee, WI 53224

On behalf of the City of Waukesha

Code reviewed to: SPS 361-366 [2015 ICC]

## PLAN EXAMINATION CONDITIONAL APPROVAL

PROJECT/SITE DESCRIPTION:	PROJECT DETAILS:	
Waukesha South High School	Project Number:	PR-6758
PROJECT ADDRESS:	Review Type:	BUILDING
401 E Roberta Ave Classification of Work: LEVEL 1 ALTERATION	Project Area:	72
	Construction Type:	Unknown
OCCUPANCY GROUP(S):	Fire suppression system:	Unknown
Educational (E) Reviewed as: Single Occupant Building	Fire alarm system:	Unknown

E-Plan Exam, on behalf of the City of Waukesha, conducts plan examinations required by SPS 361, authorized by the Wisconsin Department of Safety and Professional Services.

This submittal has been reviewed for conformance with the commercial building code (SPS 361-366) and is Conditionally Approved. The conditions listed herein shall be satisfied before or during construction and prior to occupancy or use of the building.

The owner, as defined in chapter 101.01(10), Wisconsin Statutes, is responsible for compliance with all code requirements. This approval is granted to allow for local permit issuance limited to the scope of work associated with the plan review type listed.

A set of plans bearing the stamp of conditional approval, and a copy of the specifications shall be kept at the building site. The plans and specifications shall be open to inspection by the municipality. If submitted in electronic form, the designer is responsible to download, print, and bind a full-size set of approved plans bearing the electronic approval stamp and signature along with this letter to satisfy this requirement.

Should you have any questions or concerns, please do not hesitate to contact me directly.

Sincerely,

**Brian Flannery**  
E-Plan Exam  
414-867-6483  
[brianflannery@eplanexam.com](mailto:brianflannery@eplanexam.com)

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## Requirements:

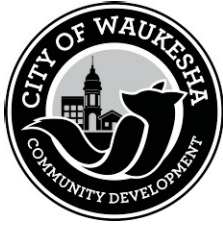
- **The applicant is required to apply for a permit with the City of Waukesha prior to commencing any construction.** Upon receiving conditional plan approval, the applicant must submit plans, each bearing the plan reviewer's "Conditionally Approved" stamp, along with one set of supporting construction documents, specifications, and the plan approval letter, **to the City of Waukesha for final permit review and issuance.**
- Per SPS 361.36(1) Plan approval shall expire 1 year after the approval date indicated on the approved building plans if the alteration work is not completed within that year.

## General Notes:

- Prior to final occupancy, the supervising design professional shall submit a certificate of compliance to the City of Waukesha in accordance with [SPS 361.40\(4\)](#).
- Contact the City of Waukesha in advance to request on-site inspections to determine whether the construction or installations conform to the conditionally approved plans, the conditional approval letter, and chs. [SPS 361 to 366](#) as required by [SPS 361.41\(1\)](#).
- All conditions stated in the conditional approval letter shall be complied with before or during construction. All work shall be in accordance with [SPS 361.05](#) and applicable municipal ordinances. The plan examination and approval by the department, or its authorized representatives, does not constitute an approval to proceed with construction prior to obtaining any permits or approvals that are required by the Municipality.
- A conditional approval of a plan may not be construed as an assumption of any responsibility on the part of the department, E-Plan Exam, or the municipality for the design or construction of the project. Reference [SPS 361.37](#).

## Abbreviations:

IBC:	2015 International Building Code	NFPA 13:	2013 NFPA 13 Standard for Installation of Sprinkler Systems
IEBC:	2015 International Existing Building Code	NFPA 13R:	2013 NFPA 13R Standard for Installation of Sprinkler Systems in Low-Rise Residential Occupancies
IMC:	2015 International Mechanical Code	NFPA 72:	2013 NFPA 72 National Fire Alarm and Signaling Code
IFC:	2015 International Fire Code	SPS:	Wisconsin Dept. of Safety and Professional Services Admin. Code
IFGC:	2015 International Fuel Gas Code	A117.1:	ICC/ANSI A117.1-2009 as referenced in IBC
IECC:	2015 International Energy Conservation Code		
HVAC:	A system for heating, ventilation, or air conditioning		
NFPA:	National Fire Protection Association		



## BUILDING INSPECTION

201 DELAFIELD STREET  
WAUKESHA, WISCONSIN 53188-3633  
TELEPHONE 262-524-3530

# COMMERCIAL ALTERATIONS AND REPAIRS APPLICATION

Return completed application and supporting documents to: [buildingpermits@waukesha-wi.gov](mailto:buildingpermits@waukesha-wi.gov)

Job Address: 401 E Roberta Ave  
Street Number Street Name Street Type Suite No. / Apt. No.

All commercial plans require review prior to submitting a permit application. If you have not had your plans reviewed and approved, please contact E-Plan Exam for review [www.eplanexam.com](http://www.eplanexam.com):

Have you had your plans reviewed and approved: ☒ yes ☐ no

E-Plan Exam or Dept. of Safety and Professional Services (DSPS) reference number or Wisconsin Dept. of Health Services (DHS): PR-6758

Some commercial alterations or repairs required Plan Commission Approval prior to submitting a permit application. If you have not received your Plan Commission Approval Letter, please contact the Planning Department at 262-524-3750. If you have not received your Engineering Concurrence Letter (Post Plan Commission) please contact the Engineering Department at 262-524-3600.

Did this project require Plan Commission Approval? Yes ☒ no

Project Description: Adding a handicap ramp onto an existing entrance of Waukesha South High School

Who is submitting this application? (*Please check one*)

☒ Contractor

Property Owner (*Note: Property Owners can only apply for projects under 50,000 cubic feet*)

Contracting Company Name CG Schmidt

Contractor's Name: Zach Singer

Address 11777 W Lake Park Dr. City Milwaukee State WI Zip 53224

Phone 414-758-9075 Email zach.singer@cgschmidt.com

Job Site Business Name (if applicable): Waukesha South High School

### Property Owner's Information

Name Kyle Mccarthy

Address 401 E Roberta Ave City Waukesha State WI Zip 53186

Phone 262-390-1112 Email kmccarth@waukesha.k12.wi.us

Design/Supervising Professional Company Name\*: Ambrose Engineering

Design Professional Name David Willis

Address W66 N215 Commerce Ct City Cedarburg State WI Zip 53012

Phone 262-377-7602 Email david.willis@ambeng.com

Design/Supervising Professional Registration Number: E-38665

*\*DESIGN/SUPERVISING PROFESSIONAL A supervisory professional is required (refer to SPS.361.40 of the Wisconsin Commercial Building Code) for projects involving repair, alteration, or additions to existing buildings where volume of the building is 50,000 cubic feet or more.*

*Construction documents (plans, specifications, etc.) being submitted for permit approval must be prepared, signed, and sealed in accordance with Chapter 443. Stats and s. A-E 2.02 when the total volume of the building is 50,000 cubic feet or more.*

Select a project type. Check one:

Muti-family

☒ Commercial

Mixed Use

Accessory (ex: deck, garage, retaining walls over 4 feet in height, dumpster enclosure)

If Multi-family or Mixed Use, number of dwelling units: N/A

Square Footage of area being Added, Altered, or Newly Constructed Approx 600 SF Altered

Estimated Cost \$ 60,000

Cubic Feet of entire building: N/A

Building type of Construction: Alteration

Occupancy Classification: Single Occupant - Education

Occupant Load (if applicable): N/A

Is there Well or Septic? Yes ☒ No

## **PLEASE READ**

The undersigned hereby applies for a permit to do work herein described according to the plans and specifications filed herewith. The undersigned agrees that such work will be done in accordance with the said descriptions, plans and specifications in compliance with the building, zoning and health ordinances and all other ordinances of the City of Waukesha and with all laws and orders of the State of Wisconsin applicable to said premises.

The undersigned further applies for a permit to occupy the premises described herein for the uses and purposes as herein set forth and in strict accordance with all the provisions of the City of Waukesha zoning and health ordinances and all other ordinances of the City of Waukesha and State of Wisconsin applicable to said premises.

**PLAN APPROVAL EXPIRATION:** The undersigned acknowledges the following regarding SPS 361.36 Expiration of E-Plan Exam or DSPS plan approval and extension of plan approval.

**(1) EXPIRATION OF PLAN APPROVAL.**

(a) Building shell. Except as provided in par. (f) and sub. (2) (b), plan approval by the department or its authorized representative for new buildings and building additions shall expire 2 years after the approval date indicated on the approved building plans if the building shell is not closed in within those 2 years.

(c) Alterations. Except as provided in sub. (2), plan approval by the department or its authorized representative for interior building alterations shall expire one year after the approval date indicated on the approved building plans if the alteration work is not completed within that year.

NOTE: Permits that are still active at the time state plan approval expires, will be placed on HOLD until extended or new approved plans are received, or until the permit expiration time has lapsed. Construction and inspections must cease while permits are on hold.

**PERMIT EXPIRATION:** This permit is effect for 24 months after approval or the date indicated on the permit per City of Waukesha Building Code Section 16.03(4). Approved plans for Commercial Buildings shall expire as set forth in Wis. Admin. Code SPS §361.36. Double fees shall be charged if work is started before a permit is issued. Work covered before inspection will be required to be totally exposed for inspection. Once notified that your permit has been approved for issuance, payment must be received within 25 working days. After this period, the project will be marked null & void and all submittals will be destroyed.

**I HAVE READ AND UNDERSTAND THE TERMS STATED ABOVE.**

Zach Singer  
Print Name

zach.singer@cgschmidt.com  
Email Address

  
Signature

5/14/2025  
Date



## REQUIRED DOCUMENTS FOR COMMERCIAL ALTERATIONS AND REPAIRS

- \_\_\_\_\_ E-Plan Exam or DSPS or DHS approved plans
- \_\_\_\_\_ E-Plan Exam or DSPS or DHS review application
- \_\_\_\_\_ E-Plan Exam or DSPS or DHS approval letter
- \_\_\_\_\_ Certificate of Supervision
- \_\_\_\_\_ \* Disproportionality statement (if applicable)
- \_\_\_\_\_ \* Supporting engineering (i.e. structural calculations) (if applicable)
- \_\_\_\_\_ \* Energy code calculations (if applicable)
- \_\_\_\_\_ \* Plan Commission Approval Letter (if applicable)
- \_\_\_\_\_ \* Engineering Concurrence Letter (if applicable)
- \_\_\_\_\_ Occupancy application – if changing ownership or tenant, change of use or occupancy classification -will be required prior to final occupancy (if applicable)

\* Optional.