



City of Waukesha Application for Development Review

R226-00007
PC26-0047
CSM26-00005
PC26-0046

Last Revision
Date:
November 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: JENNIFER ANDREWS
Applicant Company Name: CITY OF WAUKESHA
Address: 201 DELAFIELD ST.
City, State: WAUKESHA WI Zip: 53090
Phone: 262 524 3750
E-Mail: JANDREWS@WAUKESHA-WI.GOV

PROPERTY OWNER INFORMATION

Applicant Name: 'SAME AS APPLICANT'
Applicant Company Name: _____
Address: _____
City, State: _____ Zip: _____
Phone: _____
E-Mail: _____

ARCHITECT/ENGINEER/SURVEYOR INFORMATION

Name: MICHAEL ANDRASCHKO
Company Name: AYRES
Address: 20975 SWENSON DR SUITE 200
City, State: WAUKESHA WI Zip: 53186
Phone: 262 523-4488
E-Mail: _____

PROJECT & PROPERTY INFORMATION

Project Name: _____
Property Address 223 S. WEST AVE
Tax Key Number(s): WAKC 1333164
Zoning: Rm-1
Total Acreage: 0.11 Existing Building Square Footage 1250 ϕ
Proposed Building/Addition Square Footage: _____
Current Use of Property: VACANT

PROJECT SUMMARY (Please provide a brief project description.)

1-LOT CSM

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) _____

Date: 4/14/2026

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	
Project Type	Deposit Amount
1 or 2 Family Residential CSM	\$750
All Other CSMs	\$4,000
Preliminary SPAR	\$7,500
Final SPAR	\$7,500
Minor SPAR	\$3,000
Preliminary Plat	\$10,000
Final Plat	\$10,000

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 \$7,500 + _____
 - 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 \$7,500 + _____
 - 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** Engineering Review Deposit \$3,000 + _____
 - Resubmittal Fees (3rd and all subsequent submittals) **\$420**

- Certified Survey Map (CSM) Engineering Review Deposit \$750 or \$4,000 (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 \$10,000 + _____
 - 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 \$10,000 + _____
 - 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.

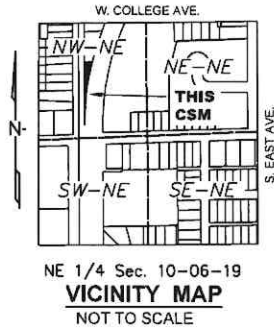
In addition to this application and corresponding application fee you will also need:

- 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.*

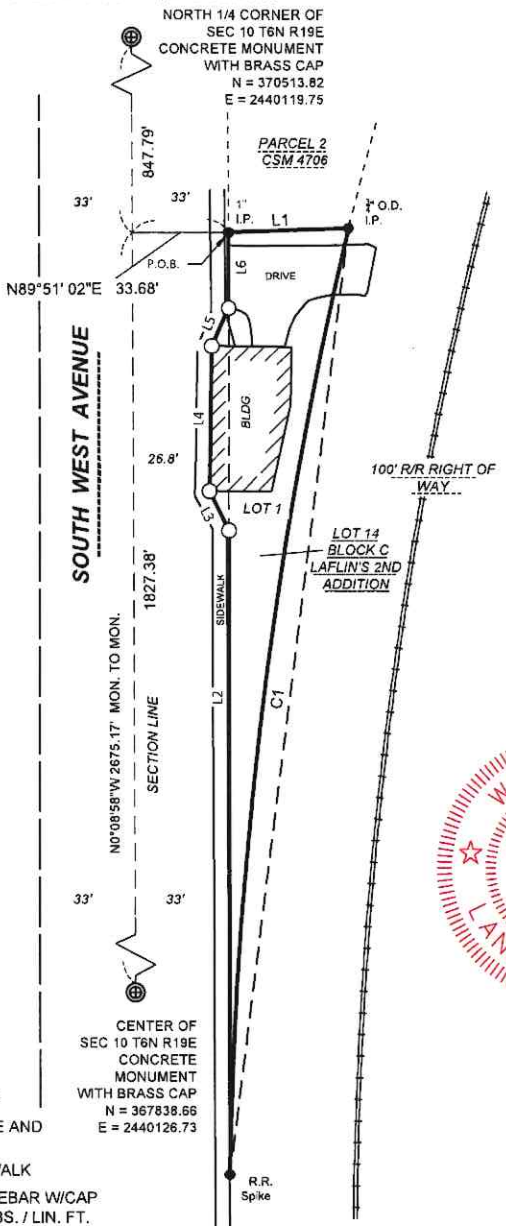
CERTIFIED SURVEY MAP NO. _____

PART OF LOT FOURTEEN (14) IN BLOCK "C" OF LAFLIN'S 2ND ADDITION TO THE VILLAGE (NOW CITY) OF WAUKESHA, EXCEPTING AND RESERVING THE NORTHERLY 100 FEET OF SAID LOT, AND A PART OF THE PARTIALLY VACATED SOUTH WEST AVENUE, ALL BEING PART OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 10, TOWNSHIP 06 NORTH, RANGE 19 EAST, CITY OF WAUKESHA, WAUKESHA COUNTY, WISCONSIN.



Line Table		
Line #	Length	Direction
L1	41.80'	N87° 56' 31"E
L2	223.75'	N00° 01' 06"E
L3	15.34'	N26° 22' 54"W
L4	50.35'	N01° 02' 20"E
L5	14.51'	N24° 07' 11"E
L6	26.16'	N00° 01' 06"E

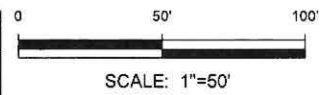
- LEGEND**
- ⊕ FOUND SECTION CORNER
 - FOUND MONUMENT - TYPE AND SIZE NOTED
 - ⊗ SET CHISELED X IN SIDEWALK
 - SET 3/4" O.D. X 18" IRON REBAR W/CAP "AYRES ASSOC." @ 1.50 LBS. / LIN. FT.
 - (100.00') RECORD BEARING OR DISTANCE
 - PLATTED LOT LINE
 - - - R/W LINE
 - BOUNDARY LINE



April 1, 2026

Bearings are referenced to the West line of the Northeast 1/4 of Section 10, Township 6 North, Range 19 East which bears N 0°08'58" W on the Wisconsin State Plane Coordinate System, South Zone SPC83.

Curve Table						
Curve #	Length	Radius	Chord	Chord Bearing	DELTA	TANGENT BEARING
C1	332.03'	1536.50'	331.38'	S07°15' 36"W	12°22'53"	N13°27' 03"E, S01°04'10"E



OWNER
CITY OF WAUKESHA
JENNIFER ANDREWS-COMMUNITY
DEVELOPMENT DIRECTOR
201 DELAFIELD ST
WAUKESHA, WI 53188

