Village of Thiensville

Plan Commission Application

Property Address: _____, Thiensville WI 53092

_____   _____
Tax Key #   Current Zoning

Property Owner   **Applicant** ☐ Same as owner

_____   _____
Name   Name

_____   _____
Address   Address

_____   _____
Phone   Phone

_____   _____
Email address   Email address

Project description

Please describe your project in detail. Include details about height and dimensions, color, materials used and setbacks from the street and property lines. Provide any information that you believe will assist staff in reviewing and approving your request.

_____   _____
Applicant's Signature   Date

A complete application along with the appropriate fees shall be submitted by the deadline stated on the meeting schedule to the Village Clerk In order for an application to be considered complete, the application shall include the required number of site plans/maps, and all of the necessary supporting information as indicated on the Project Review Checklist. The applicant is responsible to pay planner charges after a first half hour of planner time. Owner, architect, builder or owner's representative must attend the Plan Commission meeting for action to be taken. Work cannot begin until Plan Commission approval and paid and approved building permit.

Planner Fee Schedule: The Village provides the first half hour of the Village Planner's services. Anny additional plan review time is billed at $50.00/hr

Application Checklist: *Two Paper Copies and an electronic copy with files in PDF format (plan size 11X17) must be submitted for all applicable items below for planner review and the Plan Commission packet.*

☐ Submit scaled site plan with proposed location and setbacks with accurate dimensions indicating the property size, its relationship to surrounding properties, existing topography, key natural features and show the location of all existing and proposed:

A. Structures, showing all entrances	K. Dumpster location and screening
B. Driveways & street access	L. Location, color, message, dimensions and materials of all signs
C. Parking areas	
D. Walkways	M. Location, size and character of dedicated or private open space
E. Existing landscaping	
F. Abutting public and private streets	N. Location of sanitary sewer, storm sewer, water mains and services and storm water detention facilities
G. Public easements	
H. Surrounding land uses and zoning	
I. Retaining walls	O. Floor plan of building or addition
J. Decorative accessories	

☐ Storm water management plan.

☐ Completed building permit application (including two full size plan sets with state stamp for commercial and multi-family).

☐ Grading plan showing existing and finished grades.

☐ Professionally prepared landscape plan.

☐ Lighting plan; photometric plan, type of fixtures, wattage and location and height of lighting structures.

☐ Topographic data or pertinent grade elevations, if necessary, for proper remodeling of existing buildings showing finished exterior treatment.

☐ Colored elevations of proposed buildings, structures and fencing, or of proposed remodeling of existing buildings, showing finished exterior treatment and a listing of building materials.

Is property in Thiensville's Historic District?   ☐ Yes   ☐ No

If yes, you must apply for a Certificate of Appropriateness with the Historic Preservation Commission. Complete the COA application. Attendance at HPC meeting is required

All Commercial and Multi-Family projects including any change of occupancy, change of use, or construction/alteration must be submitted to the Thiensville Fire Department for review, approval, and inspections.

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VILLAGE STAFF REVIEW

☐   Application Complete. Items needed: _____

Submitted to Village Planner on _____ Planner Staff Report Completed on _____

Plan Commission Meeting Date _____

☐   Historic Preservation Approval (if needed) on _____

ADDITIONAL REMARKS/CONDITIONS:

_____   _____   _____
Village Staff   Title   Date