

APPLICATION FOR PLANNING COMMISSION APPROVAL
(PLEASE PRINT)

Request is hereby made by: _____

Representing: _____

Applicant's address: _____ Email: _____

Project address: _____ Tax Key # _____

Present legal owner of the property described above is: _____

To appear before the Town of Brookfield Plan Commission on the date of: _____

Requesting: New Construction-

Conceptual Approval Preliminary Approval Final Approval

Additions-

Conceptual Approval Preliminary Approval Final Approval

Other-

Certified Survey Map Re-zoning Conditional Use Permit Special Exception

Project description: _____

Supporting documents: _____

General Site Data: Existing zoning(s): _____ Area (sq. ft.) per zone: _____

Gross land area: _____ sq. ft. _____ acres

F.A.R. (Floor Area Ratio) permitted: _____% = _____ sq. ft. _____ acres

F.A.R. (Floor Area Ratio) proposed: _____% = _____ sq. ft. _____ acres

(Re-zoning only):

Proposed zoning(s): _____ Area (sq. ft.) per zone: _____

Off- street Parking (enter appropriate requirements per Sec 10.06 of the Zoning Ordinance)

USE DESCRIPTION	USE AREA	FLOOR AREA PARKING RATIO	EMPLOYEE PARKING REQUIREMENT (if any)	OTHER PARKING REQUIREMENTS	TOTAL REQUIRED PARKING SPACES

This project requires _____ parking spaces

This project proposes _____ parking spaces

Applicant agrees to reimburse the Town of Brookfield for all legal, engineering and consulting expenses incurred in the processing of this request and must submit agreement form on next page prior to being placed on next agenda.

Applicant's Signature: _____ Date: _____

DEPARTMENT ENTRIES ONLY		
DATE APPLICATION RECEIVED	MEETING DATE SCHEDULED	FEE RECEIVED

Town Hall Offices | Town of Brookfield
 645 N. Janacek Road | Brookfield, WI 53045
 Phone: (262)796-3788 | Fax: (262)796-0339



PROFESSIONAL SERVICES REIMBURSEMENT AGREEMENT

Pursuant to Section 3.21 of the Town of Brookfield Code, the undersigned agrees to reimburse the Town of Brookfield for all costs, expenses, and fees incurred by the Town of Brookfield by the Town Attorney, Engineer, Planner, Economic Development Consultant, or any other professional consultants retained by the Town, and such services relate to the following:

PROJECT NAME: _____

PROJECT ADDRESS: _____

SEND ALL INVOICES TO: _____
 (Name & address)

TAX KEY NO(s): _____

By signing below, I represent and warrant to the Town that I am authorized to execute this Agreement on behalf of the Applicant and/or Property Owner, and in those cases where the Applicant and/or Property Owner is a corporation, limited liability company, partnership or other business entity (collectively “Business Entity”), I represent and warrant that the Business Entity is in good standing and authorized to do business in the State of Wisconsin, and that I am authorized to execute and bind the Business Entity to the terms of this Agreement.

RESPONSIBLE PARTIES OR PARTY

Applicant Name, Mailing Address, Signature, & Date:

 Address City State Zip

 Phone Fax Email

 Printed Name Signature Date

Property Owner Name, Mailing Address, Signature, & Date (if different from Applicant):

 Address City State Zip

 Phone Fax Email

 Printed Name Signature Date

**PROCEDURES FOR THE FILING OF REQUESTS TO THE PLAN COMMISSION
OF THE TOWN OF BROOKFIELD**

1. IN GENERAL *(for the filing of all requests):*

- a. An Application for Plan Commission Approval must be submitted to the Town Building Inspection Department at 645 Janacek Road, Brookfield WI 53045 no later than the last Wednesday of the month prior to the scheduled Plan Commission meeting.
- b. The fee for the Plan Commission hearing is \$400.00 and must accompany the Application.
- c. The identification of and payment for all Town development and impact fees are the sole responsibility of the applicant.

2. FOR PLAN APPROVALS:

- a. Submit eighteen (18) folded sets of building plans. Plans for buildings exceeding 50,000 cu. ft. in volume must be prepared, stamped and signed by a licensed architect or engineer.
- b. Eighteen (18) folded plot plans showing the locations of buildings, parking spaces, driveways, green areas; drawn to scale of no less than 40' per inch. The plot plan must show at least 40 feet of the adjoining properties if vacant, or if built upon, to the extent of indicating such existing buildings. The plot plan must also show the natural (existing), and the established (proposed) grades at minimum intervals of 2 feet, with elevation lines clearly marked.
- c. Eighteen (18) folded landscaping plans, indicating the proposed location, type, size and variety of plantings, as well as the indication of the proposed green areas.
- d. Digital copies of all submitted documents.
- e. Building plans and plot plans must accompany the Application.

3. FOR RE-ZONING, CONDITIONAL USE, OR ANY ACTION REQUIRING A PUBLIC HEARING

- a. A Plan of Operation for conditional use, or any other supporting information pertinent to the request.
- b. The fee for a Public Hearing is \$300.00 in addition to the Plan Commission fee.
- c. A complete legal description of the property.
- d. The names and addresses of all property owners with 300 feet of the property.

**NOTICE OF MUNICIPAL FIRE PROTECTION AND
LIFE SAFETY ORDINANCE ENFORCEMENT**

Please contact the Town of Brookfield Fire Department to obtain the most recent fire protection ordinances prior to Plan Commission review. All Local regulations must be followed concurrently with the Planning Commission approval process

4. NOTIFICATION:

The Applicant will be notified as to the time and date of all meetings and the applicant or a representative is expected to be in attendance.

5. REGULAR SCHEDULE OF MEETINGS:

- a. The Architectural Review Committee will meet prior to each Plan Commission meeting, typically on the second Wednesday of each month, at 8:00am.
- b. The Plan Commission of the Town of Brookfield meets in the Town Assembly Hall on the fourth Tuesday of every month at 7:00 p.m.

DEFINITION OF PLAN COMMISSION APPROVALS

CONCEPTUAL RECOMMENDATION:

- a. Consideration as to the best use of the building site.
- b. Consideration as to harmonious blend of the proposed project with adjoining sites.
- c. Consideration of ingress and egress, off-street parking and internal traffic projections.
- d. The obtaining of Conceptual Consent is recommended for exploratory purposes, prior to investment in extensive design work.
- e. In exceptional cases, the documents submitted might qualify for PRELIMINARY APPROVAL.

PRELIMINARY APPROVAL:

- a. Agreement as to the preliminary design of the proposed project I building.
- b. Agreement as to the proposed site civil design with regard to, but not limited to:
 - internal traffic, ingress, egress, parking plan;
 - drainage, storm water management plan;
 - grading, landscaping, buffer yard plan;
 - area and building lighting plan.
- c. Subject to specific recommendations by the Plan Commission in regards to additions, deletions, and changes that must be considered in the plans submitted for final approval.

FINAL RECOMMENDATION:

- a. Approval of final architectural plans as submitted.
- b. Approval of site planning, landscaping, property screening, site lighting and final grades.
- c. Subject to specific changes, deletions, and additions to be agreed upon in writing.
- d. Upon recommendation for final approval by Plan Commission, the request must be approved by the Town Board, as well as any other County, State, and Federal agencies having jurisdiction over the property, before a building or use permit can be issued by the Town Building Inspection Department.

Planning Commission Submittal Checklist

1. Application
2. Fees (New submittals only)
3. Eightteen **folded** set of plans for distribution to:
 - Planning Commission Members
 - Town Clerk's Office
 - Architectural Control Committee Members
 - Town Departments-
 - Fire Department
 - Police Department
 - Highway Department
 - Sanitary District #4
4. Plans delivered to the Town Engineer:
 - Strand Associates Inc.
 - 910 W. Wingra Drive
 - Madison, WI 53715
 - Attention: Brad M. Miller
 - P: 608-251-2129 ext. 1192
 - F: 608-251-8655
5. Digital copy of all documents