



Department of City Planning
174 E. Wisconsin Avenue Oconomowoc, WI
www.oconomowoc-wi.gov | 262.569.2166

Technical Review Submittal

1. Following a staff meeting applicant to submit six (6) large collated sets of plans (24" x 36") in size or (8 ½" x 14") if plans are a certified survey map, and one (1) digital copy in AutoCAD format (in NAD 83(2011) Wisconsin State Plan South Zone) to Planning Department.
2. Planning Staff to distribute six (6) sets to the following Departments:
 1. Ruckert / Mielke* – Stan Sugden
 2. Western Lakes Fire District* – Adam May
 3. Planning Department* – Jason Gallo / Kristi Weber
 4. Wastewater – Kevin Freber
 5. Electric / Water – Joe Pickart / Scott Osborn / Lucas Caine
 6. DPW / Engineering – Mark Frye
3. Planning to ask for comments in (10) working days. An e-mail will go out from planning, the day after the submittal, to the six (6) reviewing departments informing of the project submittal and the date comments are due back.
4. Comments are to be e-mailed to Jason Gallo in the Planning Department (jgallo@oconomowoc-wi.gov) from the six (6) departments by the date specified in the e-mail.
5. Planning to incorporate comments into one letter, which will be sent to applicants, other interested parties and the six (6) reviewing departments.
6. Applicants to resubmit six (6) copies of all plan sets, addressing the prior comments (if needed). Plan revisions shall be labeled accordingly.
7. Review process to start over. City Departments to notify Planning Staff that all concerns have been addressed.
8. Applicant may now file a formal application and proceed to Plan Commission (if needed).
9. Applicants will submit a PDF/digital file of the approved construction drawings. Drawings will be e-mailed to Staff review contacts.
10. A final set of approved large plans must be submitted to the Engineering Department.

**Applicant will be responsible for chargeback fees by these Staff and Departments. Please review the Chargeback Fee Policy located on the City of Oconomowoc website www.oconomowoc-wi.gov or a copy can be obtained in the Planning Department at 174 E. Wisconsin Ave, Oconomowoc, WI 53066.*