



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

Administrative Design Review

A major design review is required for the expansion of an existing development or new construction that results in a new building footprint that is less than 5,000 square feet. Façade changes and exterior alterations are also considered administrative design reviews. However, all Administrative Design Reviews located within the Mixed Commercial (MC) District require Architectural Commission approval (follow Major Design Review Procedures). **The following are the procedures for an Administrative Design Review.**

Step 1: Initial Contact with City Planning Department

Prior to the submittal of any Zoning application, the applicant shall contact the Planning Department. This initial contact is intended for discussion of all elements of a development project so the applicant can obtain a full understanding of what is required, and for Planning Staff to be made aware of exactly what is proposed. Multiple meetings may be necessary.

Step 2: Submittal for Staff Meeting

An official submittal for a City Staff meeting can only occur after Planning Staff has determined Step 1 is complete. All required materials necessary for development must be submitted. Planning Staff can assist you in determining what items need to be submitted for your project. Seventeen (17) copies of the following materials shall be submitted for a Staff meeting:

- “Staff Meeting Appearance Form” applications
- An explanation letter describing your proposed development
- A scaled site plan
- Any other information that may assist Staff in providing feedback.

After the submitted Staff meeting materials are determined to be complete, you will be scheduled on the next available Staff Meeting agenda. The City will e-mail a copy of the Staff meeting agenda to all applicants and agents listed on the application prior to the Staff meeting. It is required that at least one (1) representative from the development proposal be present at the Staff meeting. The representative should be prepared to answer any questions City Staff may have.

Step 3: Technical Review

Within six (6) months following the Staff meeting, the applicant shall submit six (6) large sets of plans (24” x 36”) in size to the Planning Department. Planning Staff will distribute these plans to City Departments for feedback. After ten (10) working days, the applicant will receive a Staff review letter from the Planning Department containing the comments



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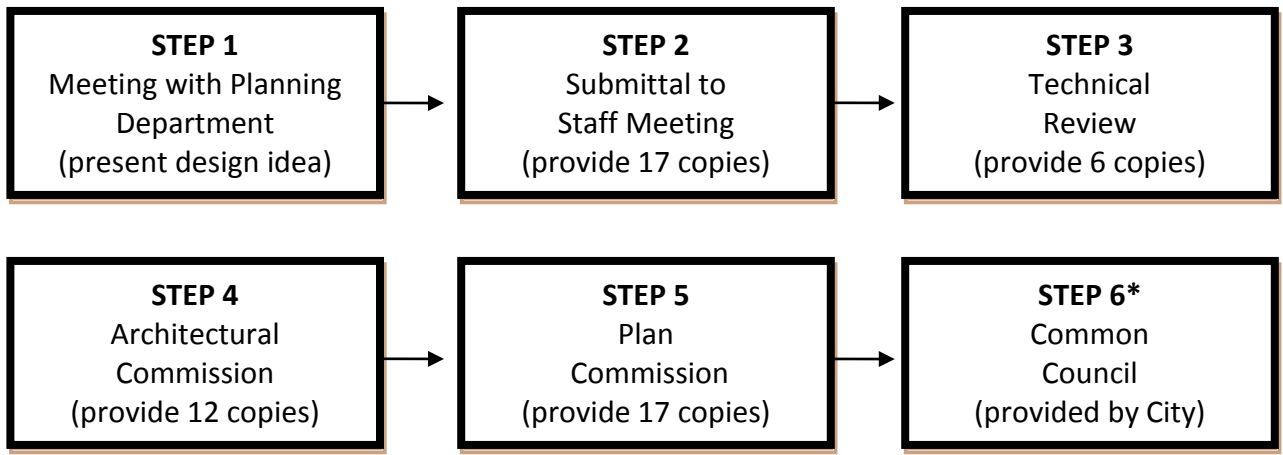
from all City Departments. The applicant shall make changes to the plans based on these comments and resubmit plans for additional reviews if deemed necessary by Staff.

Step 4: Submittal for Architectural Commission Review

Once all the technical items have been addressed in Step 3, the applicant shall submit twelve (12) color sets of architectural plans to the Planning Department along with one (1) digital copy. Planning Staff will verify the submittal is complete and that all technical items have been addressed. If the submittal is complete, Planning Staff will place the development on the Architectural Commission agenda for review by the Architectural Commission. The Architectural Commission will approve, deny, or postpone the development proposal. Architectural Commission and Plan Commission meetings are held on the same night.

Step 5: Submittal for Plan Commission Review

Once all the technical items have been addressed in Step 3, the applicant shall submit seventeen (17) paper sets of plans to the Planning Department along with one (1) digital copy. Planning Staff will verify the submittal is complete and that all technical items have been addressed. If the submittal is complete, Planning Staff will place the development on the Plan Commission agenda for review by the Plan Commission. Planning Staff will create a Planning Staff Report for the Plan Commission summarizing the development. The Plan Commission will approve, deny, or postpone the development proposal.



*if needed, determined by Planning Staff



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Major Design Checklist

This checklist is intended to guide developers with development submittals. In general, the items listed below are required for most projects as providing this information allows Staff to perform a complete a review of the project and reduce the need to ask for follow-up information. In addition to the items on this list, Staff may request additional drawings and data to review.

General Information

- Development Application
- Application Fee

Plan of Operation (Project Narrative)

- Project Summary
- Proposed Use
- Operational hours
- Number of employees
- Outside events
- Anticipated start date
- Proposed building/addition size

Existing Site Plan

- Graphic scale, north arrow
- Size of site (gross and net acreage)
- Existing zoning
- Dimensions of site and lot lines
- Existing grades (contours, spot elevations)
- Storm sewers
- Adjacent property grades
- Adjacent structures
- Drainage systems and structures
- Natural features
(woods, streams, lakes, ponds)
- Wetland boundaries
(provide date of staking)
- Floodplain elevations and boundaries
- Environmental concerns
(underground tanks, etc.)

Existing Site Plan (cont.)

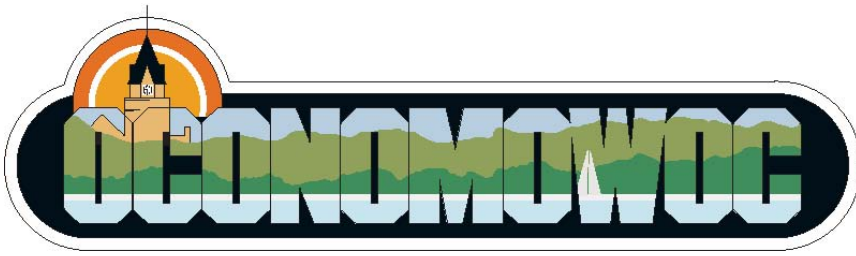
- Roads, curbs, parking lots, pavement areas, sidewalks
- Structures (location, size)
- Right-of-way (existing/ultimate)
- Easements (drainage, utility)
- Existing utilities (sanitary, water, electric, gas, telephone, cable)
- Benchmark locations and elevations
- Location of fences, wells, borings, etc.

Proposed Grading, Erosion Control, and Stormwater Plans

- Grading (contours and spot elevations)
- Erosion control measures
- Stormwater management
- Stormwater management design report
- General drainage pattern
- Swales with arrows for direction of flow
- Pond design with outfalls
- Culverts (location/size)
- Stormwater maintenance agreement
- Storm sewer design (plan and profile, size, invert elevations, length, slope, etc.)

Proposed Site Plan

- Building location (dimension)
- Building finished yard grade elevation
- Building top of foundation wall elevation
- Location of proposed signage
- Details of outside storage
(including trash enclosures)



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Proposed Site Plan (cont.)

- Setbacks (clearly marked & dimensioned)
- Vehicular entrances (dimension to centerline of nearest intersection)
- Streets (dimensions, plan and profile)
- Fire truck turning radius/diagram
- Sidewalks (dimensions)
- Parking areas (show striping / spot elevations)
- Parking setback from property line
- Parking ratio (spaces per 1,000)
- Loading areas (dimensions)
- Lot coverage (include rooftop and all hard surface areas)
- Building square footage total
- Impervious surface total (%)
- Green space total (%)

Architectural Plans

- Existing building location (if applicable)
- Existing building elevations / materials (if applicable)
- Square footage (total and individual rooms/tenant spaces)
- Proposed elevations of all sides (dimension and scale)
- Proposed building height
- Proposed materials and colors
- Details of any special features

Lighting Plan

- All buildings and lot lines, existing / future
- Location / nature of existing fixtures
- Location of proposed fixtures
- Photometric report (to scale on plan)
- Manufactures cut-sheets of all fixtures
- Pole heights including base
- Number/type of fixtures identified on plan

Utility Plan

- All submittals to be in .pdf and AutoCAD Civil3D (Latest version), NAD27 WI State Planes, South Zone; US Survey Foot, coordinate system.
- Sanitary Sewer Include:
 - Manhole: Rim Elevation, depth, diameter
 - Pipe: Inverts, size, material, class, slope, direction of flow
 - Laterals: Invert elevation at right-of-way line, length, size, depth of bury
 - Dimensions: Lateral distance from downstream manhole, center-to center length of pipe, distance between sanitary sewer and water main at various locations
 - Locations: All fittings, including air releases, bends, caps, crosses, tees, vents, clean outs, meter stations, isolation valves, and locator boxes should be identified
- Force Main Include:
 - Pipe: inverts, size, material, class, direction of flow
 - Dimensions: Lateral distance from downstream manhole, center-to center length of pipe
 - Locations: All fittings, including air releases, bends, caps, crosses, tees, vents, clean outs, meter stations, isolation valves, and locator boxes should be identified
- Water Include:
 - Hydrants: type, hydrant valve diameter, bury depth, northwest hydrant flange bolt elevation, 5-foot clear zone around hydrants
 - Valve: type, use, diameter
 - Pipe: Inverts, size, material, class, slope
 - Laterals : Invert elevation at right-of-way line, length, size, lateral valve diameter, depth of bury



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Utility Plan (cont.)

- Joint Restraints: Provide computations and locations
- Dimensions: distance between laterals, distance between fittings and laterals, center-to-center length of pipe, hydrant spacing, valve spacing, distance between sanitary sewer and water main at various locations
- Locations: All fittings, including air releases, bends, caps, crosses, tees, vents, clean outs, meter stations, isolation valves, and locator boxes should be identified
- Electric Include:
 - Service: Size, voltage, service location, transformer location
- Easements:
 - Typical Utility Easement: Location, Size
 - Other Utility Easement: As required for facilities located outside of road right-of-way

Landscaping Plan

- Existing vegetation
- Plantings to be removed
- Proposed plantings to be added
- Plantings clearly identified in plan
- Plant lists with number of each species
- Size when planted (caliper)
- Proposed number of points
- Required number of points
- Approximate canopy at maturity
- Existing and proposed hardscape
- Proposed outdoor amenities (benches, paths, etc.)
- Proposed landscape features (berms, fountains)

Fire Prevention Bureau

- Residential: Single Family/Subdivision
 - Address approved by Police & Fire Depts.
 - Address posted / visible from road
 - Hydrant locations and spacing between (Max. 500')
 - Dead end roads more than 150' requires an approved turn around
 - Cul-da-sac minimum size of 100' diameter
 - Roads and access lanes need to be all weather maintained and capable of holding 75,000 lbs
 - Minimum turning radius- 28' inside 42' outside
- Commercial / Residential Multi-Family (must comply with all requirements listed above)
 - Knox boxes on each ground level entry door
 - 20' minimum width fire lanes
 - Fire lanes curb markings
 - 6" minimum water main if sprinkler system is required
 - FDC must be within 125' of a hydrant
 - Horn / Strobe above the FDC
 - All portions of the building must be within 300' of a hydrant
 - Fire lane / overhangs must have a 13'-6' min. height
 - Fire extinguishers
 - Exit / emergency light
 - Smoke and CO detectors
 - No extension cords in lieu of permanent wiring
 - Comply with all applicable NFPA Fire Codes