



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

## Administrative Design Review

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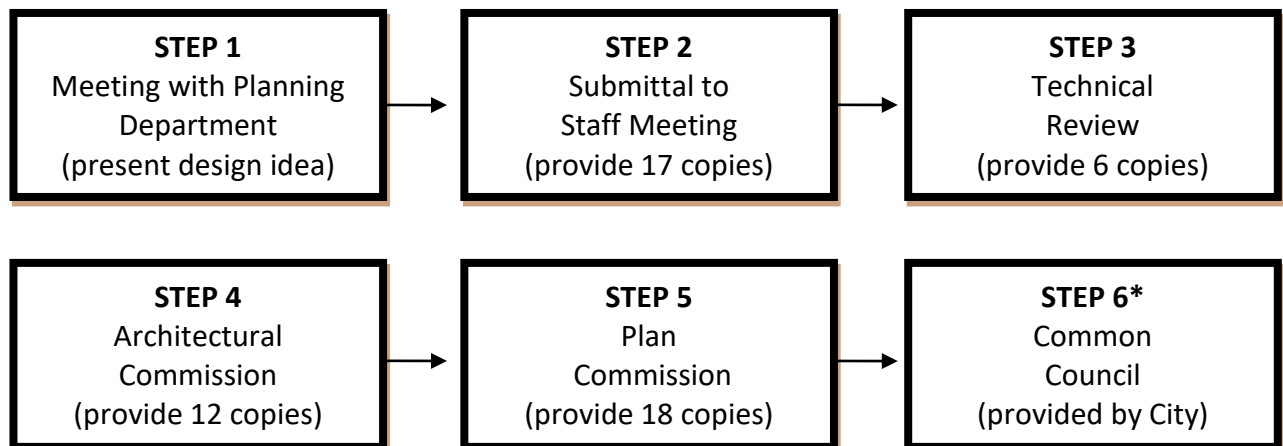
from all City Departments. The applicant shall make changes to the plans based on these comments and resubmit plans for additional reviews if deemed necessary by Staff.

### **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 eighteen (18) 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