

SPECIAL USE PERMIT (SUP) PROCEDURE

DEFINITION: Special Uses are those uses which have the potential to create undesirable impacts on nearby properties if allowed to develop simply under the general requirements of the Zoning Ordinance.

- 1) Meet with City Planner
- 2) Applicant Submits 18 Copies of Plan of Operation/Site Plan by Date Requested by City Planner to be put on the next Staff Agenda
- 3) Initial Appearance with Staff

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- 4) Detailed Technical Review(s) by Pertinent Staff Only
 - **8 Full Size Copies** Submitted by Developer to City Planner addressing Staff Recommendations
 - This Process could Entail Multiple Detailed Technical Review (8 Copies @) before Moving to Step 5

STAFF REQUIRES TEN (10) BUSINESS DAYS TO REVIEW EACH SUBMITTAL

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- 5) Sign-Off on "Staff Recommendation Form" on SUP Proposal
 - Applicant Files Application /Fee */Packet
 - 6) Architectural Commission (13 Copies) Note steps 5 & 6 can occur in any order.
 - 7) Plan Commission Action (31 Copies)
 - 8) If Approved, City Clerk Mails Signed SUP to Applicant
- See Appendix for Complete Fee Structure

SPECIAL USE PERMIT (SUP) PROCEDURE DETAIL

When is it appropriate to file a Special Use Permit?

Special uses are those uses which have the potential to create undesirable impacts on nearby properties if allowed to develop simply under the general requirements of the Zoning Ordinance. Accordingly, all special uses are required to meet certain requirements applicable to special uses. No Public Hearing is required to develop a special use, however, a demonstration that the applicant proposes to meet all special use requirements must be made at the time of application. Furthermore, no Building Permit, Early Start Permit, or Certificate of Occupancy shall be issued for any development which does not comply with all requirements for a Special Use Permit.

1) Meet with City Planner

- Planner Discusses Project with Applicant
- Planner gives Applicant Necessary Paperwork:
 - Staff Meeting Appearance Form
 - Procedure Packet including Timeline
 - Fee Requirements - *See Appendix a) & b)*
 - Utility Information Form - Wastewater/Water/Electric
 - Utility Contact Information:
(Contact the following utilities during the early stages of your design/layout phase)

City Of Oconomowoc

City of Oconomowoc

Wastewater: Tom Steinbach
900 S. Worthington Street
Oconomowoc, WI 53066
Office: (262) 569-2192
Fax: (262) 569-3273
Email: Tsteinbach@wppisys.org

Water: Mark Frye
808 S. Worthington Street
Oconomowoc, WI 53066
Office: (262) 569-3198
Fax: (262) 569-2164
Email: Mfrye@wppisys.org

City Of Oconomowoc

SBC

Electric: Dennis Bednarski
808 S. Worthington Street
Oconomowoc, WI 53066
Office: (262) 569-3197
Fax: (262) 569-2164
Email: Dbednarski@wppisys.org

Telephone: Laura Mueller
2005 Pewaukee Road
Waukesha, WI 53188
Office: (262) 670-8492
Fax: (262) 896-7435
Email: LK@SBC.com

WE Energies

Charter Communications

Natural Gas: Gary Goodchild
S3 W33800 Hwy 18
Delafield, WI 53018
Office: (262) 968-5747
Fax: (262) 968-5714
Email: Gary.goodchild@we-energies.com
Mweber@chartercom.com

Cable: Mark Weber
1348 Plainfield Avenue
Janesville, WI 53545
Office: (608) 373-7544
Fax: (608) 754-1874
Email:

2) Applicant Submits 18 Copies of Plan of Operation/Site Plan for Staff Meeting including:

- Staff Meeting Appearance Form
- Development Packet as Outlined in the "Submittal Requirement Checklist":
 - The Applicant shall Contact the City Planner to Schedule an Appearance before Staff and provide 18 Copies of an Initial Development Packet Prepared on Sheets no larger than 11" x 17" by Noon on the Thursday prior to the Staff Meeting to allow for Distribution of the Packet to Staff Members. There is no Fee for the Initial Staff Meeting, however if subsequent Designs are Presented to Staff prior to Filing the SUP, the Cost of Review will be the Responsibility of the Applicant. It is suggested that the initial Staff Meeting should be scheduled about 6 - 8 weeks prior to the SUP being presented to the Plan Commission. The Packet should include:
 - ✓ "Conceptual" Plans for Discussion with Staff. Provide as much Detail as possible to allow for Staff Input.
- Staff Meetings are held on the 2nd and 4th Wednesday of each month (*Date and Time dependent upon submittals*)

3) Initial Appearance with Staff

- Developer meets with Staff Members for Discussion and possible Recommendations
- Planner Provides any Additional Paperwork to Developer
- If Initial Recommendations are made that Require Another Appearance with Staff, Developer Submits **Another 18 Copies** of the Revised Packet Addressing Recommendations. This Process Continues until no Further Recommendations are Made
- Once Step 3 is Satisfied, the Developer Proceeds to Step 4 and **Submits 8 Full Size Copies** for Detailed Technical Review

4) Detailed Technical Review(s) by Pertinent Staff Only

- Based on Staff Meeting Recommendations, Developer **Submits 8 Full Size Copies** to the City Planner, of the Revised Packet for Detailed Technical Review by Pertinent Staff Only. Submittal should include:
 - Submittal Requirement Checklist
 - Site Plan
 - Plan of Operation
 - Architectural Plan
 - Utility Plan
 - Grading, Stormwater Management and Erosion Control Plans
 - Landscaping Plan
 - Signage
- This Process could Entail Multiple Revised Packet Submittals (8 Copies @) for Additional Detailed Technical Review. This Process Continues until no Further Requirements are needed. Proceed to Step 5

STAFF REQUIRES TEN (10) BUSINESS DAYS TO REVIEW EACH SUBMITTAL

5) Sign-Off by Staff on "Staff Recommendation Form" on SUP Proposal

- Applicant Files Application /Fee/Package

- At this time, Applicant fills out the appropriate Application, pays Appropriate SUP Filing Fee and Submits a Final Packet Used for Public View. The City Planner will Report the Receipt of the Filing Fee to the Finance Director.

6) Architectural Commission (13 Copies)

- Meets the 1st Wednesday of each Month at 5:30 PM in Conference Room 3
- Submittal Requirement Checklist including Sample(s) of Building Material(s) and Sign Details
- Architectural Commission Approval needs to be Obtained before Placement on Plan Commission Meeting Agenda

Note that Steps 5 & 6 can occur in any order

7) Plan Commission Action (31 Copies)

- Meets the 2nd Wednesday of each Month at 7:00 PM in Council Chambers
- Thirty-one (31) Copies, no larger than 11" x 17" of the SUP Application Packet, shall be Filed with the Planner for Distribution to the Plan Commission and other City Officials no later than 9 Calendar Days (Noon on Monday) of the week **prior** to Meeting Date
- Staff Recommendation Form Included
- Plan Commission Approval of a SUP:
 - Following Receipt of "Staff Recommendation Form" and Review of the SUP for Conformance with City Ordinances, the Plan Commission shall Approve, Approve with Conditions, Deny or Table.

8) If Approved, City Clerk Mails Signed SUP to Applicant

Appendix:

- a) Fee Policy
- b) Fee Schedule
- c) Submittal Requirement Checklist

SUBMITTAL REQUIREMENT CHECKLIST

APPENDIX C Special Use Permit (SUP)

This Form should be used by the Applicant as a Guide to Preparing a Complete SUP Application

APPLICATION REQUIREMENTS	INCLUDED IN APPLICATION (YES) (NO) (N/A)	DATE	WAIVED BY PLANNER
WRITTEN DESCRIPTION			
1. Existing Zoning			
2. Land Use Plan Designation			
3. Natural Resources Site Evaluation Worksheet			
4. Current Land Uses on Property			
5. Proposed Land Uses on Property			
6. Plan of Operation:			
a. Projected Number of Residents, Employees per Shift and/or Daily Customers			
b. Area Information:			
+ Number of Dwelling Units			
+ Floor Area of Building			
+ Impervious Surface Area			
+ Floor Area Ratio (FAR)			
+ Landscape Surface Ratio (LSR)			
c. Operational Information:			
+ Hours of Operation			
+ Number of Full-Time Equivalent Employees			
+ Normal and Peak Water Usage			
+ Sanitary Sewer Loadings			
+ Traffic Generation			
d. Performance Standards:			
+ Street Access			
+ Traffic Visibility			
+ Parking			
+ Loading Areas			
+ Outdoor Storage Areas			
+ Outdoor Lighting			
+ Vibration			
+ Noise			
+ Air Pollution			
+ Odor			
+ Electromagnetic Radiation			
+ Glare and Heat			
+ Fire, Explosion and Hazards			
+ Waste Materials			
+ Drainage			
+ Hazardous Materials - Type and Quantity			
7. Building and Fencing Materials			
8. Future Building Expansion			
9. Other Information to Help the Plan Commission Understand the Impact of the Project			
SMALL LOCATION MAP (11" x 17") - Show Subject Property and Lands within 200 ft. of Subject Property			
EXISTING PROPERTY SITE MAP (24" x 36" and 11" x 17" Copies)			
1. Title Block with Name/Address/Phone/Cell/Fax/Email of Owner, Developer, Architect, Engineer, Planner			
2. Date of Original Plan and Current Revision			
3. North Arrow and Graphic Scale (not more than 1" = 100' on 24" x 36" Plans)			
4. Legal Description			
5. Property line and Street Right-of-Way Dimensions and Bearings			

6. Easement with Dimensions, Ownership and Purpose			
7. All Required Building Setback Lines			
8. All Existing Buildings, Parking Areas (with Dimensions), Dumpster Locations, Outdoor Storage Areas, Building Entrances, Walks, Drives, Patios, Fences (with Height), and Walls			
9. Location and Dimension of Customer and Employee Parking (Per Zoning Ordinance Requirements)			
10. Location and Dimension of Loading and Service Areas			
11. Location, Type, Height, Size and Lighting of all Signs			
12. Location of Protected Green Space			
13. Location of Drainage Areas			
14. Map Legend listing Site Data, including:			
a. Lot Area			
b. Floor Area			
c. Floor Area Ratio			
d. Impervious Surface Area			
e. Impervious Surface Ratio			
f. Building Height(s) and Number of Floors			
PROPOSED PROPERTY SITE MAP (24" x 36" and 11" x 17" Copies)			
1. Title Block with Name/Address/Phone/Cell/Fax/Email of Owner, Developer, Architect, Engineer, Planner			
2. Date of Original Plan and Current Revision			
3. North Arrow and Graphic Scale (not more than 1" = 100' on 24" x 36" Plans)			
4. Legal Description			
5. Property Line and Street Right-of-Way Dimensions and Bearings			
6. Easement with Dimensions, Ownership and Purpose			
7. All Required Building Setback Lines			
8. All Proposed Buildings, Parking Areas (with Dimensions), Dumpster Locations, Outdoor Storage Areas, Building Entrances, Walks, Drives, Patios, Fences (with Height) and Walls			
9. Location and Dimension (Cross-Section & Entry Throat) of all Access Points on Public Streets			
10. Location and Dimension of all On-Site Parking (and Off-Site Parking, if applicable). Compare Parking to Zoning Ordinance Requirements			
11. Location and Dimension of Loading and Service Areas			
12. Location of all Outdoor Storage Areas and the Design of all Screening Devices			
11. Location, Type, Height, Size and Lighting of all Signs			
12. Location of Protected Green Space			
13. Location of Drainage Areas			
14. Map Legend listing Site Data, including:			
a. Lot Area			
b. Floor Area			
c. Floor Area Ratio			
d. Impervious Surface Area			
e. Impervious Surface Ratio			
f. Building Height(s)			
UTILITY PLAN (24" x 36" and 11" x 17" Copies)			
1. Location, Height, Design, Type of Illumination and Orientation of all Outdoor Lighting Showing Compliance Lighting Standards			
2. Location of Pre-Existing Underground Electric			
3. Electrical Requirements			
4. Location and Design of all Customer Owned Electrical Equipment			
5. Location and Design of Existing and Proposed Water Supply System			
6. Location and Design of Existing and Proposed			

Wastewater System			
GRADING, SURFACE DRAINAGE & EROSION CONTROL PLAN(S) (24" x 36" and 11" x 17" Copies)			
1. Show Existing Contours, w/Spot Elevations, Extending 50 - 100 ft. into the Abutting Properties, including any other Impacting Information (possible Watersheds)			
2. Show Proposed Contours, w/Spot Elevations including Retention Walls and Related Devices (Pond)			
3. Provide Storm Water Calculations Certified by a Professional Engineer (PE) to meet Current City Ordinances			
DETAILED LANDSCAPING PLAN (24" X 36" & 11" x 17" Copies) showing Plant Quantities, Species and Other Landscaping Features such as Berms, Walls and Fences			
BUILDING ELEVATIONS showing Building Exteriors, Building Materials and Colors			

- Receipt of 8 - 24" x 36" Application Packets by Planner For Distribution to Department Heads:

Date: _____ By: _____

- Application Submitted with Appropriate SUP Filing Fee and 1 Complete Packet:

Date: _____ By: _____

- Receipt of 31 - 11" x 17" Application Packets by Planner For Distribution to Plan Commission:

Date: _____ By: _____