



## Staff Meeting Appearance Form

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Project Name: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_

General Project Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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Applicant/Owner's Agent \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

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Property Owner (If different from above): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

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Utility – Projected Needs for Sewer/Water/Electric: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Desired Project Commencement Date \_\_\_\_\_

Anticipated Project Completion Date \_\_\_\_\_

Owner's Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Staff Meeting Procedures

The City of Oconomowoc requires all applications that require Plan Commission approval or review to appear at a Staff meeting prior to being placed on a Plan Commission agenda. A representative from each City department is invited to the meeting to offer feedback and comments on the proposed development.

### **Step 1: Initial Contact with City Planning Office**

All proposed staff meeting items must be reviewed with Planning Staff (by appointment) prior to submission of materials for Staff review. This initial meeting 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 the Planning Staff to be made aware of exactly what is proposed. Multiple meetings may be necessary.

### **Step 2: Official 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 Staff to provide feedback and comments on the development must be submitted. Failure to provide all required materials may cause the entire submission to be rejected or returned. Planning Staff can assist you in determining what items need to be submitted for your project.

### **Materials Required for a Staff Meeting:**

All items submitted shall be folded, collated and bound in some manner. If the submittal requires Staff time to copy, fold, clip or collate, the applicant will be billed for that time. All items must be submitted in the following order:

- Seventeen (17) completed “Staff Meeting Appearance Form” applications
- Seventeen (17) copies of an explanation letter describing your proposed development
- Seventeen (17) 11”x17” copies of the proposed development (e.g. site plans, floor plans, elevations, renderings, etc.)

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.

Staff meetings are held twice each month beginning at 1:00 pm on the second floor of City Hall. The submittal cutoff is by 5:00 PM on the Wednesday prior to the meeting. A calendar of staff meeting dates is available on the City’s website, [www.oconomowocusa.com](http://www.oconomowocusa.com) .