



Plan Commission Submittal Review Procedure

Revised February 2008

1. Following a staff meeting applicant to submit eight (8) large sets of plans (24" x 36") in size or (8 ½" x 14") if plans are a certified survey map to Planning Department.
2. Planning staff to distribute eight (8) sets to the following departments:
 1. Ruekert / Mielke – Stan Sugden
 2. Police Department – Chief Beguhn
 3. Fire Department – Glenn Leidel
 4. Parks, Recreation & Forestry – Ray Maurer
 5. Planning Department – Jason Gallo
 6. Wastewater – Tom Steinbach
 7. Electric / Water – Dennis Bednarski
 8. DPW / Engineering – James Lamp
3. Planning to ask for comments in ten (10) working days. An e-mail will go out from planning, the day after the submittal, to the eight (8) reviewing departments informing of the project submittal and the date comments are due back.
4. Comments are to be e-mailed to Adam Sayre in the Planning Department (asayre@wppisys.org) from the eight (8) 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 eight (8) reviewing departments.
6. Applicants to resubmit eight (8) copies of the revisions. Plan revisions shall be labeled accordingly.
7. Review process to start over and final notification by e-mail to the planning department that all concerns have been addressed is required.
8. Applicants will submit a PDF/digital file of the approved construction drawings. Drawings will be e-mailed to Staff review contacts.
9. A final set of approved large plans must be submitted to the Engineering Department.