

## STATE OF WISCONSIN



## WAUKESHA COUNTY



## TOWN OF OCONOMOWOC



Jeffrey C. Herrmann, Town Planner  
Lori Opitz, Clerk/Treasurer or  
Danielle Wraalstad, Deputy Clerk/Treasurer  
(920).474.4449 FAX (920).355.4091

**SUBMISSION DEADLINE:**

**4:00PM on Monday, (2) weeks** prior to the next Plan Commission meeting. **You** must supply the Plan Commission with information regarding your application; which is listed below. The Plan Commission meets the 1<sup>st</sup> & 3<sup>rd</sup> Monday and is subject to change at the Town's discretion.

**APPLICATION FOR TOWN OF OCONOMOWOC PLAN COMMISSION AGENDA**

**\*\*\*Required submittals shall include (1) set original size drawings and original paper work as well as an electronic copy of all submittals; such as 11"x17" drawings and paperwork for the electronic packet**

Owner \_\_\_\_\_ Daytime Phone Number ( )-\_\_\_\_-\_\_\_\_\_

Applicant (if different from owner) \_\_\_\_\_ E-mail address: \_\_\_\_\_

Property Address \_\_\_\_\_

Mailing Address (If Different) \_\_\_\_\_

Zoning Classification \_\_\_\_\_ Land Use Plan Designation \_\_\_\_\_

Legal Description \_\_\_\_\_

**SPECIFIC REQUEST (please check appropriate item)**

☐ Certified Survey Map

☐ Site Plan & Plan of Operation

☐ Accessory Building Size

☐ Subdivision

☐ Lot Not Abutting Public Road

☐ Conditional Use

☐ Zoning Amendment

☐ Other: \_\_\_\_\_

**DETAILS OF PROPOSAL:**

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

I, the undersigned, have been advised that pursuant to the Town of Oconomowoc Ordinance to utilize Section §66.0627, Wisconsin Statutes, if the Town of Oconomowoc Attorney, Town Engineer, or any other Town Professional provides services to the Town as a result of my activities, whether at my request or at the request of the Town, I shall be responsible for the fees incurred by the Town. Also, I have been advised that prior to obtaining final approval, all costs incurred by the Town must be paid in full. If a dispute arises as to the amount of the fees incurred, said dispute shall be forwarded to the Town of Oconomowoc Town Board of Supervisors for resolution.

\_\_\_\_\_  
(Property Owner -Signature)

\_\_\_\_\_  
(Applicant-Signature)

\_\_\_\_\_  
(Property Owner -Print Name)

\_\_\_\_\_  
(Applicant-Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Town Representative Accepting Form)



## TOWN OF OCONOMOWOC PLAN COMMISSION PROCEDURES



The procedures outlined below are applicable to the following requests:

1. Certified Survey Maps
2. Preliminary Plats
3. Final Plats
4. Plans of Operations
5. Any other item that requires prior review by the Town Planner/Town Engineer

The deadline to have your item placed on the agenda is 4:00 on the Monday two (2) weeks prior to the Plan Commission Meeting.

- ✓ An applicant must submit a complete application and appropriate materials to the Town Planner and/or Town Engineer.
- ✓ The Town Planner sets the preliminary agenda with the Town Clerk

THE TOWN PLANNER THEN HAS UNTIL NOON, FIVE (5) WORKING DAYS PRIOR TO THE MEETING, TO MAKE PRELIMINARY COMMENTS AND NOTIFY THE APPLICANT.

The Town Planner prepares preliminary staff reviews and contacts the applicants about comments and items that need to be addressed before being placed on the final agenda.

BY NOON, FIVE WORKING DAYS PRIOR TO THE MEETING, THE APPLICANT MUST SUBMIT ADDITIONAL INFORMATION AND/OR CORRECTIONS TO THE TOWN PLANNER.

- ✓ All changes, corrections, or additional information must be submitted back to the Town Planner or the items **will be removed** from the Plan Commission agenda.
- ✓ The Town Planner then sets the final agenda.
- ✓ All necessary fees **shall be paid** to the Town Clerk or Town Treasurer prior to the issuance of any permits.

BY NOON, SIX (6) WORKING DAYS PRIOR TO THE PLAN COMMISSION MEETING, **ONE (1) ORIGINAL COPY AND TWELVE (12) COPIES** OF THE PROPOSAL MUST BE SUBMITTED TO THE TOWN HALL.

- ✓ The Town Planner prepares the final Staff Recommendation.
- ✓ The Town Planner delivers the final recommendation and other materials to the Town Clerk or designee.
- ✓ The Deputy Clerk prepares the Plan Commission packets.
- ✓ The Town calls the Plan Commission Members to pick-up their respective packets.

**MEETINGS ARE HELD ON EVERY 1<sup>ST</sup> & 3<sup>RD</sup> MONDAY OF THE MONTH.**

\*\*\*PLEASE NOTE\*\*\* The Town Planner can remove any items from the Town of Oconomowoc Plan Commission agenda if applications are not complete.