

CITY OF WEST ALLIS

Site, Landscaping/Screening and Architectural Review Process and fees

- (1) **Application Conference.** Prior to the formal submission of Site, Landscaping, Screening and Architectural Plans, the applicant or a representative shall confer with the Development Department (414) 302-8460, and other Departments (Building Inspections and Neighborhood Services, Engineering, Fire, Clerk/Treasurer's, etc.) as may be necessary to obtain information and direction on development plan requirements and procedures.
- (2) **Application.** Application for consideration of a Site, Landscaping, Screening and Architectural review shall be made in writing by completing a Planning Application Form and submitting the appropriate fee with a description of the project and the required plans to the Department of Development.
- (3) **Application Deadline.** The *application, fee, project description, 1 set of scaled paper plans (preferably 24" x 36") and 1 electronic copy (PDF format) of the plans* should be submitted to the Department of Development for review no later than the *last Friday of the month, to be placed on the next month's Plan Commission meeting.* Plans required for staff review are as follows: Site, Landscaping, Architectural, Signage and Floor Plan. Architectural Plans/elevations are required if exterior modifications are proposed. Fees for Site, Landscaping/Screening and Architectural review are based upon the project cost. For project costs less than \$2,000 (Level 1 review) a \$100 review fee applies. Projects within the \$2,000 to \$5,000 range (Level 2 review) are subject to a \$250 fee, and projects over \$5,000 in cost (Level 3 review) need to submit a \$500 fee. For a complete list of fees, please ask for a fee schedule. Signage proposals may be reviewed/approved by staff and a \$100 review fee is required.
- (4) **Staff Review.** The Development Department will distribute the plans to Building Inspection, Engineering, Fire Department, and Public Works for review and comment. Feedback will be communicated to the applicant or its representative. Staff will work with the applicant on making any changes/revisions to the plans as recommended prior to the Plan Commission meeting. Minor revisions may be approved as contingent conditions at the discretion of the Plan Commission.
- (5) **Plan Commission Meeting.** The Plan Commission meets at 6:00 p.m. on the fourth Wednesday of each month, except the months of November and December or when the Chair schedules a special meeting.
- (6) **Required Conditions.**
 - An estimated cost of landscaping and screening being submitted to the Department of Development for approval.
 - A surety bond or other form of security as required under Secs. 12.58(6) and 12.55(2) of the Revised Municipal Code in the amount of 125% of the estimated cost of landscaping and screening shall be executed by the applicant prior to the issuing of a building permit.
 - Documentation and approval showing compliance with the City of West Allis Stormwater Management Ordinance, to be submitted to the Engineering Department by a registered Civil Engineer.
 - Repair of defective sidewalks, if any, within one year of approval. Repair to be completed per City of West Allis Department of Engineering specifications.
- (7) **Permit Issuance.** The applicant may apply for driveway permits, grant of privilege (encroachment) permit, occupancy or building permits, liquor license, car dealer's license or other applicable licenses concurrently with the Application process. Driveway permit applications may be obtained in the Engineering Department (414) 302-8370. Occupancy or building permit applications may be obtained from the Building Inspection Department (414) 302-8400. Liquor or car dealership license inquiries are under the purview of the Clerk/Treasurer's Office at 302-8203. Once the Plan Commission has approved the plans, permits may be issued.