

## City of Brodhead

### Site Plan Review Approval Process and Timeline

Site Plan approval is required for any construction, reconstruction, expansion or conversion (including mobile home parks and subdivisions), except for one- and two-family residences in residential districts, shall require site plan approval.

Examples include but not limited to:

- New development for commercial or industrial projects
- Redevelopment of commercial or industrial projects.
- Site modifications including parking lot, drainage, storm water management, utilities, etc.

Refer to City Ordinance No. 480-97 for additional information.

#### Recommended Review Process and Timeline:

1. Obtain a copy of the application from City Clerk's Office or from City of Brodhead website: <http://www.cityofbrodheadwi.us/>. Start with "Application Signature Form" (Form #1). As noted, additional forms will be required (see Fee Schedule and Required Supporting Documents table).
2. Submit a concept plan – this is recommended but not required. City staff/City Engineer will provide feedback prior to submitting a formal application. This could be completed in conjunction with the pre-consultation meeting with Plan Commission (PC).
  - a. **Submit by 2nd Monday of the month to be ready for the next months Plan Commission Meeting** (Example: Submit by 2<sup>st</sup> Monday of January to be ready for Plan Commission Meeting in February). **Plan Commission meets on the 1<sup>st</sup> Monday of each month.**
3. Complete Application and **submit 30 days in advance of Plan Commission Meeting. Plan Commission Meetings are held on the 1<sup>st</sup> Monday of each month.**
4. Submit Sewer, Water, and Electric Applications.
5. City Clerk and/or City Engineer will complete initial review to determine whether application is complete prior to recommending that this be added to the Plan Commission agenda. Additional information may be requested if necessary.
6. City Clerk routes copies of plans to City Department Heads, Fire Department, City Engineer, and City Attorney for review. Review will be discussed at the City Department head meeting prior to Plan Commission meeting. Department head meetings are typically 2<sup>nd</sup> or 3<sup>rd</sup> week of the month.
7. Review comments, report, and recommendations will be prepared and presented at Plan Commission Meeting. **Review Comments are typically issued to Applicant one week in advance of Plan Commission Meeting.**
8. Upon Receiving a Complete Application, Plan Commission will Approve, Conditionally Approve, or Reject site plan. **Plan Commission Meetings are the 1<sup>st</sup> Monday of each Month.**
9. Applicant will be responsible for addressing any review comments or conditions of approval and submit to City Clerk for review by City Staff. The applicant will receive a letter for the City once review comments and conditions have been satisfactorily address.
10. Verify that all applications for sewer, water, and electrical services have been submitted and any associated fees have been paid.
11. Depending on type of project, State approved plans may be required. This approval process typically occurs after the Plan Commission has approved the plans and before the Applicant submits to the City's Building Inspector. For information on State Building Plan Review visit Commercial Buildings Plan Review at <http://dsps.wi.gov/Plan-Review/Plan-Types/Commercial-Buildings-Plan-Review/>
12. Once Applicant receives State Building Plan Approval, submit Plans to City's Building Inspector. Building Inspection Forms and Fees can be downloaded at

[http://www.cityofbrodheadwi.us/departments/building\\_inspector/index.php](http://www.cityofbrodheadwi.us/departments/building_inspector/index.php)

- a. City's Building Inspector is SAFEbuilt and can be contacted at 1-800-422-5220. at (262) 567-9764 for scheduling and fees.
13. Applicant to submit building plans and City approval letter to Building Inspector for review and to receive required building permits.
14. All permits shall be received prior to construction.
15. In order to receive any occupancy permit, the Building Inspector and the City Fire Inspector will need to complete a final walk thru. Scheduling with the Building and Fire Inspector is the responsibility of the Applicant. Contact Fire Inspection Services, Inc. at (262) 567-9764 for scheduling and required inspection fees.
16. Applicant Receives Occupancy Permit

### **Sample Timeline – Concept Plan**

- |   |                                    |
|---|------------------------------------|
| • Obtain Copy of Application Signature Form           | Prior to Submitting Concept Plan   |
| • Submit Concept Plan                                 | 2 <sup>nd</sup> Monday in January  |
| • Reviewed at City Department Head Meeting            | 3 <sup>rd</sup> Week in January    |
| • Contact Clerk to be added to Plan Commission Agenda | 4 <sup>th</sup> Monday of January  |
| • Feedback from Plan Commission                       | 1 <sup>st</sup> Monday of February |

### **Sample Timeline – Site Plan Review**

- |   |                                |
|---|--------------------------------|
| • Obtain copy of Application Signature Form   |                                |
| • Submit completed application packet and fee   | 1 <sup>st</sup> Monday of May  |
| • Submit sewer, water, and electric applications  | 1 <sup>st</sup> Monday of May  |
| • Reviewed at City department head meeting  | 3 <sup>rd</sup> Monday of May  |
| • Review comments/report to Applicant   | 4 <sup>th</sup> Monday of May  |
| • Plan Commission meeting<br>(Approve, conditionally approve, reject)   | 1 <sup>st</sup> Monday of June |
| • Applicant to address Plan Commission comments   |                                |
| • City Issues site plan approval letter   |                                |
| • Applicant submits building plans for state review and approval (if required)  |                                |
| • Applicant to submit plans, site plan approval letter, and state building plan approval to City's Building Inspector |                                |
| • Building Permit Issued  | Upon Completion of Req'd Items |

Please contact the City Clerk's office at 608-897-4018 or by email at [cityclerk@cityofbrodheadwi.com](mailto:cityclerk@cityofbrodheadwi.com).

Application forms can be are available on the City's website at <http://www.cityofbrodheadwi.us/>.