

Village of Chenequa Building Permit Review Requirements

Property Owner: _____ Property Address: _____

Mailing Address: _____ Email: _____

The Village of Chenequa Building Permit process is outlined in the Village of Chenequa Ordinance 5.03 BUILDING PERMITS. The Building Permit Application is a (3) three-step process. Plans and fees must be submitted on or before the 15th day of the month prior to the next month's meeting date.

- 1.) **Conceptual Plans** are to be submitted for review and discussion with the Zoning Administrator, Building Inspector and the Applicant. This review will consist of a copy of a site plan, intended change to structure or new structure, side yard setbacks, and other applicable zoning codes will be evaluated and direction given.
- 2.) **Preliminary Plans** are to be submitted to the Building Inspector and Zoning Administrator for consideration. The Preliminary Plans must consist of the following:
 - Conceptual design for the structure being proposed
 - Exterior elevation depictions
 - Surface area of the exterior walls
 - Survey showing location of the structure on the lot and all existing structures
 - Landscape plan, driveway location, exterior product and color samples
 - An as-viewed drawing or rendering from the lake if a lake property
 - All trees that will be affected by the building site proposal
 - Preliminary Plans** may not be less than 1/8" scale
- 3.) **Final Plans** After Preliminary Plans are submitted and reviewed by the Plan Commission, **Final Plans** shall be submitted which will include three (3) complete sets of plans and specifications as outlined below.
 - Architect or Builder must submit all plans, current survey and other materials electronically as well for Laserfiche archiving and tax key files
 - Landscape plan including all exterior lighting
 - Current certified survey of the property
 - Survey to show location of proposed and existing structures with respect to adjoining roadways, lot lines, and structures, and exterior elevations of proposed structures
 - Lake front properties must submit an as viewed from the lake, a drawing or rendering which shows the height and exterior elevations visible from the lake
 - ADDITIONALLY, provide eight (8) copies on 11x17 paper of all plans and specifications

The Plan Commission shall make a recommendation to the Village Board as to whether the application meets the standards as outlined in 5.03(6)(b) Plan Commission recommendation and Village Board Review/Standards.

Applicant: I understand that in consideration of a request for a permit, supplemental work and documents from engineers, the Village or its agents or designees may require attorney or other assistance in reviewing the submittal. All such supplemental work and documents shall be contracted for by the Village and shall be at the expense of the Applicant. In addition, an administration fee of 35% of these expenses shall be charged to the Applicant.

I agree to the terms and conditions as outlined above and in Village Ordinance as it relates to this application.

Name: _____ Phone: _____

Address: _____ Email: _____

Applicant's Signature (Required)

VILLAGE OF CHENEQUA

PLAN COMMISSION

Site and Plan Review Fees

The following fees are **required** at the time of submittal:

New Homes:

\$300 plus \$.06 per square foot of total construction area

Remodeling/Additions:

\$300 plus \$.06 per square foot of total construction area

Accessory Buildings:

\$150 plus \$.06 per square foot of total construction area

Administration Fee:

Plus 35% of above calculated fees

Payment of Other Costs:

In the event that in consideration of a request for a permit, supplemental work or documents from engineers, surveyors, attorneys or others is required by the Village of its agents or designees, all such supplemental work and documents shall be contracted for by the Village and shall be at the expense of the Applicant. In addition, an administration fee of 35% of these costs will be charged to the Applicant.

Engineering fees: \$90 per hour

Attorney fees: \$200 per hour