



VILLAGE OF CHENEQUA
31275 W COUNTY ROAD K • CHENEQUA, WI 53029
(262) 367-2239

PLAN COMMISSION REVIEW REQUIREMENTS

Property Owner: _____ **Property Address:** _____

Mailing Address: _____ **Tax Key:** _____

Telephone: _____ **Email:** _____

ALL FINAL PLANS AND FEES MUST BE SUBMITTED ON OR BEFORE THE 15TH DAY OF THE MONTH PRIOR TO THE NEXT MONTH'S MEETING DATE. The Village of Chenequa's Permit process is outlined in the *Village of Chenequa Ordinance 5.4.*

- 1.) **Conceptual/Preliminary Plans** are to be submitted for review and discussion with the Zoning Administrator, Building Inspector and the Applicant. This preliminary review will consist of a site plan, intended change to structure or new structure(s), side yard setbacks, and other applicable zoning codes will be evaluated and direction given.
- 2.) **Final Plans** After Conceptual Plans are submitted and reviewed by the Building inspector and Zoning Administrator, **Final Plans** shall be submitted which will include the following:
 - Three (3) full-sized sets of all plans and specifications
 - Eight (8) copies on 11x17 paper of all plans and specifications
 - Electronic copies of all plans and specifications including current survey and all other supporting materials for archiving
 - Exterior elevations to include all proposed exterior materials (Include total surface area of the exterior elevation facing a lake, if applicable)
 - Physical samples and/or color spec sheets on all proposed exterior materials including siding, roofing and lighting fixtures
 - Landscape plan including placement of all exterior lighting
 - Current Certified Survey Map of the property (Survey to show location of proposed and existing structures and driveways with respect to adjoining roadways, lot lines, and structures. Also include elevations of proposed structures and proposed grading plan)
 - Lake front properties must submit an as viewed from the lake, color drawing or rendering which shows the height and exterior elevations visible from the lake

The Plan Commission shall make a recommendation to the Village Board as to whether the application meets the standards as outlined in *5.4(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.

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) _____



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PLAN COMMISSION
Site and Plan Review Fees

The following fees are required at the time of submittal:

New Homes:

\$405 plus \$0.08 per square ft. of total construction area

Remodeling/Additions:

\$405 plus \$0.08 per square ft. of total construction area

Accessory Structures:

\$202 plus \$0.08 per square ft. of total construction area

Grading/Landscaping/Lighting Only:

\$202

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.

Engineering fees: \$130 - \$150 per hour

Attorney fees: \$415 per hour