

# Village of Saukville

## Plan Submittal and Review Requirements

The Village of Saukville is growing! Thanks to quality entrepreneurial development interests, both home-grown and from outside Ozaukee County, the Village is trending in the direction of significant, intelligent and sustainable growth. Our hard-working, pro-active, friendly staff provides superior assistance and advice at every step of the development approval process. To help facilitate real estate developers, business interests, investors, construction operations, etc., this document has been prepared to help guide you through the process.

The Village of Saukville has a number of resources available to answer most questions regarding viability issues surrounding development concepts or proposals particular to Saukville's unique physical environment and design standards. Here is a list of tools available:

- Comprehensive Plan
- Downtown Plan
- Zoning Ordinance of the Village of Saukville
- Land Division Ordinance of the Village of Saukville
- Land Use Plan for the Village of Saukville
- Staff knowledge, insight, advice and historical perspective
- Zoning Map of the Village of Saukville
- Land Use Map of the Village of Saukville
- GIS data

Conceptual or preliminary development plans for new uses or changes in use must be submitted to the Director of Planning and Development who initiates an internal review process with various department heads, creating a helpful feedback loop. This process insures proposals, plans and designs achieve the requirements of the Village. This review process is professional and timely – most reviews are completed within one business week. While there are currently no fees assessed for this service, review fees are under consideration. Staff is always available by appointment to provide expert advice and work out various plan proposal issues at no cost, and these meetings are encouraged. After plans are refined to meet Village requirements and policy expectations, they may be placed on meeting agenda for formal consideration.

Commercial development plans and site improvements are formally reviewed by the Village's Community Development Authority or Plan Commission, depending on the proposed use or change in use. Village development permits may be obtained after all necessary approvals have been obtained, and when building construction is involved, receipt of one complete set of State of Wisconsin – Department of Commerce approved, stamped building plans is required (building, HVAC, erosion control/stormwater management, and inside/outside plumbing).

**\* Please note that commercial building plans must pass State of Wisconsin – Department of Commerce plan review and an original set of State approved plans must be submitted to the Village Building Inspection Department prior to issuance of the local permit. Commercial building inspections must be coordinated with the regional Department of Commerce commercial building inspector. The Village of Saukville is not a state certified municipality for commercial building plan review or inspection functions. The Village does perform all UDC one and two family dwelling inspections.**

### **One and Two Family Residential Construction**

One and two family house plans and site improvements are reviewed by the Village's Architectural Control Board which meets the first Thursday of every month. Any plans for construction in the R-1, R-2, R-3 and R-4 (single and duplex family) Zoning Districts that require a permit must be submitted to the Board for review. The deadline for plan submittal is always the end of the business day on the Tuesday of the week preceding the week of the meeting (7 business days prior). If a holiday falls within this time period, please contact Village Hall to confirm deadlines. Plan submittals must include two copies of the following: plat of survey, detailed house plans including all elevations and description of exterior materials, a soil erosion control plan, sample building façade materials and a completed building permit application.

### **Construction in Business, Institutional, Park, and Multi-Family Districts**

Development plans and site improvements are reviewed by the Village's Plan Commission which meets the first Thursday of every month. Any plans for construction or change in use in the B-1, B-2, B-3, B-4 (Business Uses), I-1 (Institutional), P-1 (Park), RC (Condominium), and R-5 (Multi-Family) Zoning Districts that require a permit or interpretation of the Zoning Ordinance must be submitted to the Commission for review. In addition, the Plan Commission makes determinations regarding conditional uses, and reviews and makes recommendations to the Village Board regarding land divisions, annexation, and preliminary and final plats. The deadline for plan submittal is always the end of the business day on the Tuesday of the week preceding the week of the meeting (7 business days prior). If a holiday falls within this time period, please contact Village Hall to confirm deadlines. Plan submittals must include a full size color rendering, two full size (drawn to a standardized engineering scale) and fifteen 8½ by 11" copies of plans to include the following: color rendering; detailed building plans showing all elevations along with samples of building façade materials; site plan including contour intervals equal to or greater than 2 feet, and showing storm water detention measures; soil erosion control plan; location of proposed sewers and water mains; access, traffic and parking accommodations; narrative of building use and operation; building and site lighting; building and site signage; and general landscaping. Village building permits may be obtained after all necessary approvals and receipt of one set of State of Wisconsin – Department of Commerce approved plans.

### **Construction in Business Park or Industrial Districts**

Development plans and site improvements are reviewed by the Village's Community Development Authority which meets the third Thursday of every month. Any plans for construction or change in use in the BP (Business Park), M-1 (Light Manufacturing) and M-2 (General Manufacturing) Zoning Districts that require a permit or interpretation of the Zoning Ordinance must be submitted to the Commission for review. The deadline for plan submittal is always the end of the business day on the Tuesday of the week preceding the week of the meeting (7 business days prior). If a holiday falls within this time period, please contact Village Hall to confirm deadlines. Plan submittals must include a full size color rendering, two full size (drawn to a standardized engineering scale) and fifteen 8½ by 11" copies of plans to include the following: color rendering; detailed building plans showing all elevations along with samples of building façade materials; narrative of building use and operation; site plan including contour intervals equal to or greater than 2 feet, and showing storm water detention measures; soil erosion control plan; location of proposed sewers and water mains; access, traffic and parking accommodations; building and site lighting; building and site signage; and general landscaping. Village building permits may be obtained after all necessary approvals and receipt of one set of State of Wisconsin – Department of Commerce approved plans.

If you would like to purchase any of our development guides, or have any questions about what is happening in Saukville, please contact:

Brian F. Biernat  
Community Development Director  
Village of Saukville  
639 East Green Bay Avenue  
Saukville, WI 53080  
262-284-9423 Office  
262-284-9527 Fax  
[bbiernat@village.saukville.wi.us](mailto:bbiernat@village.saukville.wi.us)

(rev. 10-11-07)