



Department of Building and Zoning Plan Commission / Design Review Application and Checklist

Section 17.42.020 of the Village Code lists all projects that must go before the Plan Commission and undergo a Design Review. Please read this section to determine if your project must go through this process. You may also be required to complete this application if the Building Inspector, upon review of your project, has determined that a Design Review is necessary.

Please Print Clearly:

Legal Property Owner:

Name: _____

Mailing Address: _____

City State Zip

Applicant/Petitioner:

Name: _____

Mailing Address: _____

City State Zip

Telephone # : _____
(Area Code)

Fax Number: _____

E-Mail Address: _____

Property Information

Property Address: _____

City State Zip

Parcel Number: _____

General
Project Location: _____

Proposed
Project Use: _____

Current Use: _____

Existing Zoning: _____

Next Steps:

Before submitting materials to the Plan Commission/Design Review Board, please follow the steps below:

- 1.) You may schedule a meeting with the Building Inspector to review your proposed project plans: 262.877.3700 Tuesdays and Thursdays, 12:30pm-2:00pm.
- 2.) Submit required plans and monies 30 days prior to the next scheduled Plan Commission/Design Review meeting. Plan Commission/Design Review meets the fourth Wednesday of each month at 6:30PM at the Village Hall, 108 E. Main Street, unless rescheduling is needed due to availability. All required paperwork must be submitted before the project will be placed on the agenda.

Next Plan Commission Date: _____

- 3.) Submit 19 copies of the plans. Anything larger than letter-sized paper will need to be folded for mailing purposes.
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Plan Commission / Design Review Checklist

The design review plan must include the following information. For more detailed specifications for the different aspects of your project, it is important that you review 17.42.040 of the Village Code available at www.villageoftwinlakes.net/documents/village-code/

- Drawing of the site plan and/or survey. Must be drawn to a recognized engineering scale, with graphic scale and north arrow
- Name, address, e-mail, and telephone number of the developer, engineer, or architect
- Environmental features of the property
- Artist renderings of structures, signs, elevations of all 4 sides, and photos
- Floor plans
- Examples of possible building materials
- Location of utilities, gas meter, electric transformer, HVAC equipment, dumpsters, etc.
- Landscaping
- Fire protection
- Storage and screening of garbage and refuse
- Snow removal areas and procedures
- Sign rendering including the following:
 - Height
 - Location
 - Light wattage
 - Illumination
- Proposed techniques for on-site stormwater retention / detention
- Parking lot layout
- The type, size, and location of existing and proposed buildings and their uses
- Written and signed statement by the legal owner authorizing the agent to act on their behalf
- Any other information helpful in reviewing the Design Review Plan

Are you requesting zoning changes? ** Yes _____ No _____

If yes, fill in the fields immediately below:

Current Zoning: _____ Proposed Zoning: _____

** Zoning change requests are \$325

Village staff may determine that an escrow account is to be set up with the Village Treasurer to cover attorney/engineer and/or Village Planner fees. Applicant/petitioner is hereby duly advised that the engineer and/or attorney or any professional assistance as deemed necessary by the Village of Twin Lakes may be employed for this project, issue, or matter. Escrow money required from the applicant will be put into an account for use in the payment of any professional fees and any balance will be returned within 45 days after the matter is completed.

To accompany this application: \$250.00 fee for Plan Commission/Design Review appearance, additional fees and escrow money as noted below, and all completed paperwork.

Owner's Signature: _____

Applicant/Petitioner's Signature: _____

Date: _____

Required Fees

Plan Commission/Design Review Appearance Fee (Village Code 3.06.010 (D), 1 & 2): \$ 250

Zoning Change Request Fee: \$325 if applicable (Municipal Code 17.44.050 (C)): \$ _____

Escrow, as required by Village Administrator and Building Inspector: \$ _____

Total Amount Due: \$ _____

Developer's Agreement Required? Yes _____ No _____