

CHAPTER 90: ZONING – PERMIT CHECKLIST

THE VILLAGE OF MOUNT PLEASANT

8811 CAMPUS DRIVE, MOUNT PLEASANT, WI 53406 | P: (262) 664-7800



Applicants may find design requirements and approval procedures in Chapter 90 of the Mount Pleasant Code of Ordinances. All application materials must be submitted digitally unless otherwise stated. The Village accepts payment by cash or checks only.

1. APPEAL OF ADMINISTRATIVE DECISION (ARTICLE 90-570)

<input type="checkbox"/>	Completed Chapter 90 Permit Application
<input type="checkbox"/>	Application payment
<input type="checkbox"/>	One narrative describing the application
<input type="checkbox"/>	One to-scale site plan or survey of the subject property including any proposed improvements

2. ADMINISTRATIVE ADJUSTMENT (ARTICLE 90-565)

<input type="checkbox"/>	Completed Pre-Application Meeting
<input type="checkbox"/>	Completed Chapter 90 Permit Application
<input type="checkbox"/>	Application payment
<input type="checkbox"/>	One narrative describing the application and answering the following specific questions (90-565.70): <ol style="list-style-type: none">1. Are there are conditions unique to the subject property that do not generally apply to other properties in the district?2. Is the requested administrative adjustment not contrary to the spirit, purpose, and intent of the regulations of this zoning ordinance and not contrary to the public interest?3. Will the requested administrative adjustment not create a substantial detriment to adjacent property?4. Will the requested administrative adjustment not result in building or development that is incompatible with the character of the immediate neighborhood?
<input type="checkbox"/>	One to-scale site plan or survey of the subject property including any proposed improvements
<input type="checkbox"/>	One copy of the Notice of Filing (90-565.50)

3. COMPREHENSIVE PLAN AMENDMENT (CHAPTER XV)

<input type="checkbox"/>	Completed Pre-Application Meeting
<input type="checkbox"/>	Completed Chapter 90 Permit Application
<input type="checkbox"/>	Application payment
<input type="checkbox"/>	One narrative describing the application and explicitly answering the following questions (PAGES XV-4 – XV-5): <ul style="list-style-type: none">• Is the proposed amendment consistent with the goals, objectives, and policies of the plan?• Will the proposed amendment lead to any detrimental environmental effects?• Is the proposed amendment compatible with surrounding land uses?• Are existing local and County facilities and services adequate to serve the type of development associated with the amendment?• Will the proposed amendment enhance economic development within the County?• Is the proposed amendment in substantial agreement with the recommendations of the regional land-use plan?
<input type="checkbox"/>	One to-scale site plan or survey of the subject property including any proposed improvements

4. CONDITIONAL USE (ARTICLE 90-550)

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Completed Pre-Application Meeting |
| <input type="checkbox"/> | Completed Chapter 90 Permit Application |
| <input type="checkbox"/> | Application payment |
| <input type="checkbox"/> | One narrative describing the application |
| <input type="checkbox"/> | One to-scale site plan or survey of the subject property including any proposed improvements |
| <input type="checkbox"/> | Neighbor communication summary (90-510.60) |

5. DEVELOPMENT AGREEMENT (NEW)

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Completed Pre-Application Meeting |
| <input type="checkbox"/> | Completed Chapter 90 Permit Application |
| <input type="checkbox"/> | Application payment |
| <input type="checkbox"/> | One narrative describing the application including details pertinent to the agreement |
| <input type="checkbox"/> | One draft agreement for review if not based on a standard Village agreement |

6. DEVELOPMENT AGREEMENT (AMENDMENT)

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Completed Pre-Application Meeting |
| <input type="checkbox"/> | Completed Chapter 90 Permit Application |
| <input type="checkbox"/> | Application payment |
| <input type="checkbox"/> | One narrative describing the application including amendments requested |
| <input type="checkbox"/> | Existing agreement |

7. DEVELOPMENT PLAN (ARTICLE 90-535)

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Completed Pre-Application Meeting |
| <input type="checkbox"/> | Completed Chapter 90 Permit Application |
| <input type="checkbox"/> | Application payment |
| <input type="checkbox"/> | One generalized plan for the type, amount and character of development proposed on the subject property |
| <input type="checkbox"/> | Any other specific Development Plan requirements as described in the M-3, MPD, or PD district regulations |

8. SITE PLAN (ADMINISTRATIVE) (ARTICLE 90-540)

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Completed Pre-Application Meeting |
| <input type="checkbox"/> | Completed Chapter 90 Permit Application |
| <input type="checkbox"/> | Application payment |
| <input type="checkbox"/> | One narrative describing the application |
| <input type="checkbox"/> | One to-scale site plan or survey of the subject property including any proposed improvements |
| <input type="checkbox"/> | One set of plans showing the façade changes, landscape plan alterations, stormwater management system alterations, parking lot alterations, or any other building, parking or site changes requested (90-540.40) |

9. SITE PLAN (PLAN COMMISSION) (ARTICLE 90-540)

- | | |
|--------------------------|-----------------------------------|
| <input type="checkbox"/> | Completed Pre-Application Meeting |
|--------------------------|-----------------------------------|

CHAPTER 90 PERMIT APPLICATION

<input type="checkbox"/>	Completed Chapter 90 Permit Application
<input type="checkbox"/>	Application payment
<input type="checkbox"/>	One narrative describing the application including use, number of employees, hours of operation, and construction schedule
<input type="checkbox"/>	One plat of survey showing the property's current condition including existing buildings, easements, floodplains, wetlands, primary or secondary environmental corridors, isolated natural resource areas, steep slopes, and shoreland areas
<input type="checkbox"/>	One utility plan showing the location of the nearest sewer and water service (90-410)
<input type="checkbox"/>	One full size and one 11 x 17" dimensioned site plan showing: <ul style="list-style-type: none">• Proposed location and dimensions of all primary and accessory buildings• Dimensions indicating relationships between buildings, property lines, parking areas, and pedestrian facilities• Building coverage (% of lot)• Principal and accessory building street setbacks, side setbacks, and rear setbacks• Visibility triangles (90-437)
<input type="checkbox"/>	One set of color elevations for all proposed primary and accessory buildings denoting height, materials, ground-story and upper-story transparency percentages, and ceiling height
<input type="checkbox"/>	One parking and access plan denoting parking calculations, bicycle parking, sidewalks and pedestrian circulation, accessible parking, parking area layout and design, RV and heavy vehicle parking areas, stacking spaces, traffic impact analyses (if required), and loading areas (90-420)
<input type="checkbox"/>	One landscape and screening plan denoting design and related calculations for vehicular use area screening, interior parking lot landscaping, outdoor storage and work area screening, trash, recycling and mechanical equipment screening, landscape and screening elements, and installation and maintenance plans (90-430)
<input type="checkbox"/>	One plan showing all fences and walls including height, material, and location (90-435)
<input type="checkbox"/>	One plan showing lighting location, type, and height
<input type="checkbox"/>	Any other district- or use-specific requirements as described in Chapter 90

Note: The Village does not require grading plans, stormwater plans, environmental assessments, building plans, and fire suppression plans at the time of application. However, any subsequent changes to the approved site plans due to revisions by other governmental authorities require Site Plan resubmission, review, and approval.

10. ZONING COMPLIANCE PERMIT (ARTICLE 90-580.10)

<input type="checkbox"/>	Completed Chapter 90 Permit Application
<input type="checkbox"/>	Application payment
<input type="checkbox"/>	One narrative describing the application including use, number of employees, and hours of operation
<input type="checkbox"/>	One to-scale site plan or survey of the entire subject property
<input type="checkbox"/>	Plans for any proposed interior or exterior improvements, including plumbing, electrical, building, mechanical, parking lot, landscaping or any other modifications

11. ZONING COMPLIANCE REVIEW (ARTICLE 90-580.20)

<input type="checkbox"/>	Completed Chapter 90 Permit Application
<input type="checkbox"/>	Application payment
<input type="checkbox"/>	One narrative describing the application including use, number of employees, and hours of operation
<input type="checkbox"/>	One to-scale site plan or survey of the subject property
<input type="checkbox"/>	Plans for any proposed interior or exterior improvements, including plumbing, electrical, building, mechanical, parking lot, landscaping or any other modifications

12. ZONING MAP AMENDMENT (ARTICLE 90-539)

<input type="checkbox"/>	Completed Pre-Application Meeting
<input type="checkbox"/>	Completed Chapter 90 Permit Application
<input type="checkbox"/>	Application payment
<input type="checkbox"/>	One narrative describing the application
<input type="checkbox"/>	One to-scale site plan or survey of the subject property including any proposed improvements
<input type="checkbox"/>	Neighbor communication summary (90-510.60)

13. ZONING REQUEST LETTER

<input type="checkbox"/>	Completed Chapter 90 Permit Application
<input type="checkbox"/>	Application payment
<input type="checkbox"/>	One narrative describing the application

14. ZONING VARIANCE (ARTICLE 90-560)

<input type="checkbox"/>	Completed Pre-Application Meeting
<input type="checkbox"/>	Completed Chapter 90 Permit Application
<input type="checkbox"/>	Application payment
<input type="checkbox"/>	One typed, digital narrative describing the application and answering the following specific questions (90-560.80): <ol style="list-style-type: none">1. Are there are conditions unique to the subject property that do not generally apply to other properties in the district?2. Is the variance not contrary to the spirit, purpose, and intent of the regulations of this zoning ordinance and not contrary to the public interest?3. Will strict compliance with applicable zoning regulations unreasonably prevent the use of the property for a permitted purpose or render compliance with the ordinance unnecessarily burdensome?4. Is the alleged hardship created by the terms of the ordinance rather than by a person who has a present interest in the property?5. Will the proposed variance not create a substantial detriment to adjacent property?6. Will the proposed variance not result in building or development that is incompatible with the character of the immediate neighborhood?
<input type="checkbox"/>	One to-scale site plan or survey of the subject property including any proposed improvements
<input type="checkbox"/>	Neighbor communication summary (90-510.60)