



**ECONOMIC DEVELOPMENT  
APPROVAL PROCESS**

*This development approval process assumes that the property that is being developed has been acquired by and is legally owned by the developer and no public improvements are required.*

<b>Steps for approval of site plan:</b>	<b>Responsible party</b>
1). Confirm development is permitted/conditional use in zoning district.	Developer/Zoning Administrator
2). Use "Site Plan Review Checklist" to create site plans for submission.	Developer
3). Submit Planning Commission Application w/site plans and fees.	Developer/Village Clerk <sup>1</sup>
4). Site plan is reviewed prior to Planning Commission meeting.	Village Engineer
5). Any amendments/questions/concerns are addressed with developer.	Village Engineer/Developer
6). Village Engineer issues memo re: site plan details, impact fees and recommendation for Planning Commission to consider.	Village Engineer
7). Planning Commission reviews site plans/takes possible action.	Planning Commission <sup>2</sup>
8). If Planning Commission recommends approval, Village Board reviews and takes possible action at Village Board meeting for FINAL approval.	Village Board <sup>3</sup>
9). If approved, application for building permit is submitted to building inspector.	Developer
10). Building permit application is reviewed and issued when all documents are submitted.	Village Building Inspector
11). Once building permit is issued and all fees are paid for, construction can begin.	Developer

**SIGNS:**

Signage can be included with the site plan submission. If sign designs/specs are not included with the original site plan submission, they will need to be submitted at a later date and may need Planning Commission approval. ***A sign permit is required and is obtained by the building inspector.***

**IMPACT FEES:**

Impact fees will be calculated based on the size of the development and water meter size, per local ordinances.

**MEETING DATES/DEADLINES:**

<sup>1</sup> 15<sup>th</sup> of every month – deadline for submission of Planning Commission application and documents

<sup>2</sup> 1<sup>st</sup> Monday of every month – Planning Commission Meeting

<sup>3</sup> 2<sup>nd</sup> Wednesday of every month – Village Board Meeting

**OTHER APPROVALS:**

Other approvals and permits will be needed from the WI DNR and WI Dept of Safety and Professional Services. Architects and engineers should be aware of the processes and permits required.