



Village of Kewaskum
204 First Street | PO Box 38
Kewaskum, WI 53040
Phone: 262-626-8484
www.village.kewaskum.wi.us

APPLICATION PROCEDURE FOR PLAN COMMISSION SUBMITTALS

1. **PROPERTY OWNER** (or Authorized Agent) must contact the Village Administrator to make an appointment for a Planning Meeting. Kewaskum Staff will review the proposed project and give direction on what is needed to complete the application process, as well as deadline dates to meet. Forms will be provided to you at, or prior to, this meeting; forms can also be found online at www.village.kewaskum.wi.us

2. **PROPERTY OWNER** (or Authorized Agent) completes and signs the application form(s) and provides the Clerk with **8** copies of completed application packet. One electronic copy shall be provided via email, fileshare, or flashdrive.

A completed application packet, along with the appropriate fees, shall be submitted at least 30 days prior to the 4th Tuesday of the month to be considered at the next regular Plan Commission meeting. In order for an application to be considered complete, the application shall include the required number of site plans/maps and all of the necessary supporting information as indicated on the Project Review Checklist. If applying for a Conditional Use Permit or Development Agreement, a document showing vested interest in the property is required.

3. **ADMINISTRATOR** forwards the completed application packet to Planner and Engineer. Planner and Engineer will review project for compliance with Kewaskum Code and State requirements, and provide a written staff report for Plan Commission.

*If a PUBLIC HEARING is required for your project, CLERK provides legal notice to the newspaper for publication and mails a notice to all property owners within **200'** of the subject property.*

4. **PROPERTY OWNER** (or Authorized Agent) attends the Plan Commission meeting(s) and any related Public Hearing(s). If applicant or Agent are not present, the Plan Commission may postpone consideration of your project.

5. **PLAN COMMISSION** reviews application and facts presented at the Plan Commission meeting and any related Public Hearing(s), and will make a decision as to approval, denial, postponement, or make a referral to the Village Board.