



Village of Kewaskum
204 First Street | PO Box 38
Kewaskum, WI 53040
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www.village.kewaskum.wi.us

PROJECT REVIEW CHECKLIST

The Property Owner or Authorized Agent shall present a completed application packet and a detailed Site Plan map prepared with the information below to the Kewaskum Village Administrator, at least 30 days prior to the next regularly scheduled Plan Commission meeting. The submittal will be reviewed and, if appropriate, discussed at the next regularly scheduled Plan Commission meeting. **NOTE: The items listed below are a required minimum and additional materials may be requested during the review process.**

1. **Plan Commission Application** completed and fees submitted
2. A **written statement** describing the general character of the intended development and including the property address, tax key number, and correct legal description. General items to include in the statement are: hours of operation, number of employees, traffic patterns, parking requirements, trash removal, etc.
3. An **accurate Site Plan map** of the project area. The site plan should be **professionally prepared by a licensed architect, surveyor, or engineer**, with accurate dimensions indicating the property size, its relationship to surrounding properties, existing topography, key natural features, and show the location of all existing and proposed:
 - a. Structures, showing all entrances
 - b. Driveways & street access
 - c. Parking areas
 - d. Walkways
 - e. Existing & proposed landscaping
 - f. Abutting public & private streets
 - g. All public & private easements
 - h. Surrounding land uses and zoning
 - i. Retaining walls and fences
 - j. Decorative accessories
 - k. Dumpster location & screening
 - l. Location, color, dimensions & materials of all signs
 - m. Location, size and character of dedicated or private open space
 - n. Location of sanitary sewer, storm sewer, water mains and services, and stormwater detention facilities
 - o. Floor plan of building(s) or addition(s)
4. **Stormwater management plan** (if applicable)
5. **Grading plan** showing existing and finished grades to Village datum
6. Professionally prepared **landscape plan**
7. **Lighting plan** including photometric plan, type of fixtures, wattage, location, and height of lighting structures.
8. Topographic data or **pertinent grade elevations** for proper remodeling of existing buildings showing finished exterior treatment.

9. **Colored elevations** of proposed buildings, structures, fencing – or of proposed remodeling of existing buildings – showing finished exterior treatment, and a listing of building materials.
10. **Contact info** including names, address, phone number, and email address of the Property Owner and Authorized Agent to be contacted with questions regarding the application.
11. **Proof of ownership**

The Village of Kewaskum reserves the right to REJECT any application deemed incomplete.

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.