



PLAN OF OPERATION  
PROCEDURE LIST

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Tax Key #

Pre-application conference must be arranged with staff. Please contact Kasey Fluet at 262-246-5215.

Submittal checklist:

- \_\_\_\_\_ 20 regular size copies of the completed Plan of Operation (Page 1-3)
- \_\_\_\_\_ Original completed Professional Services Reimbursement, Emergency Contact, Wastewater Discharge Permit and Flood Plain Occupancy
- \_\_\_\_\_ 3 original size and 17 reduced (11 x 17) copies of Site Plan
- \_\_\_\_\_ 3 original size and 17 reduced (11 x 17) copies of Architectural plans
- \_\_\_\_\_ 3 original size and 17 reduced (11 x 17) copies of Sign Plan
- \_\_\_\_\_ 3 original size and 17 reduced (11 x 17) copies of Landscape Plan
- \_\_\_\_\_ 3 original size and 17 reduced (11 x 17) copies of Lighting Plan  
(Please supply a CD of plans in PDF format if revisions, submit another with final approval)

The following fees are required at the time of submittal:

- \_\_\_\_\_ Plan of Operation fee \_\_\_\_\_ \$175.00
- \_\_\_\_\_ Conditional Use fee \_\_\_\_\_ \$210.00
- \_\_\_\_\_ Plan Review fee \_\_\_\_\_ \$250.00

Additional fees are required for building permits, review fees, or other items depending upon the nature of your request.

Please make check payable to: Village of Sussex (fees are non refundable)

Deadline for submittals is the last business day of the month for consideration for the next Plan Commission Agenda. (Please note that submitting by the deadline does not guarantee placement on the Plan Commission Agenda.)

Notes:

Contact Name for meetings: \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail: \_\_\_\_\_

For office use only:

Meeting with Jeremy Smith on: _____
Received Plan of Operation and 20 copies on: _____
Fees received and paid on: _____
Copies stamped date of receipt and give to Linda S.
To be on the Plan Commission Agenda for: _____
Original forms to the following:
Service reimbursement _____
Emergency Contact to Sheriff Dept _____
Wastewater Permit to WWTP _____
Any outstanding fees owed on PROPERTY _____

# **SITE PLAN REVIEW CHECKLIST**

This checklist is a guide for developers to have a project reviewed by the Village of Sussex Plan Commission. Before a project can be reviewed by the Plan Commission, initial consultation should be made with staff.

## **GENERAL INFORMATION**

Names and addresses of owner/developer/  
designer/engineer  
Graphic scale, north arrow  
Location sketch  
Size of site (gross and net acreage)  
Existing zoning, adjacent zoning  
Summary of proposed development

## **EXISTING SITE INFORMATION**

Dimensions of site and lot lines  
Existing grades  
Adjacent property grades and structures  
Drainage systems and structures  
Natural features  
Wetland boundaries  
Floodplain elevation and boundaries  
Environmental concerns  
Roads, curbs, parking lots, pavement areas  
Structures (location, size)  
Rights-of-way (existing/proposed)  
Easements (drainage, utility)  
Existing utilities  
Benchmark locations and elevations  
Location of fences, wells, borings, etc.

## **ARCHITECTURAL PLANS**

Existing building location  
Existing building elevations/materials  
Proposed use  
Proposed floor plans  
Square footage  
Proposed elevations, building height  
Proposed materials and colors (material sample  
board  
required for new construction)  
Details of any special features

## **PROPOSED SITE PLAN**

Grading and spot elevations  
Erosion control measures  
Stormwater management  
Stormwater management design report  
General drainage pattern  
Swales w/ arrows for direction of flow  
Pond design with outfalls  
Culverts location/size  
Utilities  
Sanitary  
Water  
Stormsewer  
Electrical or power generators  
Building location (dimension)  
Building elevation (finished grade)  
Location of proposed signage  
Dumpster enclosure details  
Setbacks (clearly marked and dimensioned)  
Vehicular entrances (dimension to centerline of  
nearest intersection)  
Streets (dimension and direction for one-ways)  
Curve radii  
Sidewalks  
Parking areas (show striping/spot elevations)  
Parking setback from property line  
Lot coverage  
Square footage total  
Impervious surface total %  
Green space total %  
Percent permitted %  
Municipal utility connections  
Sanitary sewer (pipe size/elevations)  
Water (size, valve location, elevations)  
Location of hydrants  
Easement for public water mains

## **LIGHTING PLAN**

Major improvements for context  
Location/nature of existing fixtures  
Location of proposed fixtures  
Photometric report (to scale on plan)  
Manufactures cut-sheets of all fixtures  
Lighting schedule  
Key to plan  
Number/type of fixtures  
Output (wattage)  
Installation details as appropriate

The following materials can be reviewed on our website [www.village.sussex.wi.us](http://www.village.sussex.wi.us)

Design Standards  
Chapter 17 & 18  
Development Requirements  
Downtown Plan  
2020 Comprehensive Plan  
2020 Land Use Plan

## **LANDSCAPING PLAN**

Landscape plan to be same scale as site plan  
Location of driveways, walk ways and sidewalks  
Proposed outdoor amenities (benches, decks, gazebos)  
Existing vegetation plan  
Saved  
Destroying  
Proposed landscape features (berms, fountains)  
Plant list broken down in the following categories  
Deciduous trees, names and numbers  
Evergreens, names and numbers  
Shrubs/flowers, names and numbers  
Indicate sizes of plantings

## **ITEMS SUBMITTED FOR PLAN COMMISSION**

Completed Plan of Operation  
Required # of copies to be received by established deadline date  
Building material sample board  
All required fees paid

In addition to the items on this list, Village Staff and/or the Plan Commission may require additional drawings and data to be submitted for approval.