



# COMMERCIAL DEVELOPMENT APPLICATION

Planning & Development Department  
 3930 N. Murray Ave., Shorewood, WI 53211  
 Phone (414) 847-2640 Fax (414) 847-2606  
[pad@shorewoodwi.gov](mailto:pad@shorewoodwi.gov)  
[www.villageofshorwood.org](http://www.villageofshorwood.org)

Date Received: \_\_\_\_\_

| (x) | APPLICATION TYPE  | FEE         | REQUIRED MATERIALS**             | PERMIT # |
|-----|---|-------------|----------------------------------|----------|
|     | Commercial Occupancy  | \$150       | Plan of Operations<br>Floor Plan |          |
|     | Commercial Occupancy Renewal/Amendment                            |             |                                  |          |
|     | 400 sq. ft. or less   | \$50        | Plan of Operations<br>Floor Plan |          |
|     | 401 – 1,000 sq. ft.   | \$100       |                                  |          |
|     | 1,001 sq. ft. or more   | \$150       |                                  |          |
|     | Temporary Use   | \$50/month  | Plan of Operations<br>Floor Plan |          |
|     | Multi-Unit Residential Occupancy (# of units _____)               | \$50/unit   | Floor Plan                       |          |
|     | Conditional Use Permit  | \$250*      | Required Findings                |          |
|     | Design Review – Level 1 (projects under \$25,000)                 | \$100       | Elevations<br>Site Plans         |          |
|     | Design Review – Level 2 (new construction and projects \$25,000+) | \$500       |                                  |          |
|     | Design Adjustment   | \$200       | Required Findings                |          |
|     | Planning Adjustment   | \$250       | Required Findings                |          |
|     | Sign Permit   | \$100       | Sign Plan                        |          |
|     | Sandwich Board Sign   | \$100       | Sign Plan<br>Proof of Insurance  |          |
|     | Special Exception ( Parking Signage)                              | \$200-\$250 | Required Findings                |          |
|     | Certified Survey Map/Vacation/Discontinuance                      | \$500       | Survey                           |          |
|     | Request to Rezone   | \$500       | Narrative                        |          |
|     | Zoning Review – Accessory Structure                               | \$150*      | Site Plan/Survey                 |          |
|     | Zoning Review – Addition  | \$300*      | Site Plan/Survey                 |          |
|     | Zoning Review – New Building                                      | \$500*      | Site Plan/Survey                 |          |

\*plus Engineer/Legal Fees at \$210/hour, if applicable

\*\*See back of page for more details. All materials shall be provided in a digital format to [pad@shorewoodwi.gov](mailto:pad@shorewoodwi.gov). Additional materials may be requested by the Planning & Development Department, Plan Commission or Design Review Board.

|                            |  |
|----------------------------|--|
| <b>Property Address:</b>   | Zoning:                                      |
| <b>Owner's Information</b> | <b>Applicant's Information, if not owner</b> |
| Name:                      | Name:  |
| Address:                   | Company:                                     |
| City/State/Zip:            | Address:                                     |
| Phone:                     | City/State/Zip:                              |
| Email:                     | Phone:                                       |
|                            | Email:                                       |

|                                     |                        |
|-------------------------------------|------------------------|
| <b>Business, if applicable</b>      | <b>OFFICE USE ONLY</b> |
| Business Name:                      | Zoning Reference:      |
| Business Type:                      | Zoning Notes:          |
| Contact Name:                       | Zoning Approval:       |
| Phone:                              | PC Meeting/Outcome:    |
| Email:                              | DRB Meeting/Outcome:   |
|                                     | Temporary Occupancy:   |
|                                     | Final Occupancy:       |
| Staff comments and DRB/PC findings: |                        |
|                                     |                        |

TOTAL PROJECT COST: \_\_\_\_\_

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

**PROPOSED IMPROVEMENTS/MODIFICATIONS:** (Submit as separate document, if more space is needed.)

**ACCESS TO PROPERTY.** If a Development Application is submitted, please note that a site inspection may take place and photographs of the applicant's property may be taken prior to consideration/approval. Submission of a Development Application serves as notice and acceptance that Village staff may access your property.

**OCCUPANCY PERMITS.** Buildings, tenant spaces and/or dwellings within commercial buildings are not allowed to be occupied without a current Certificate of Occupancy. Applicable spaces must be inspected and approved for occupancy before they may open to the public. Business or property owners are responsible for scheduling all inspection appointments. If an appointment is not scheduled within a reasonable amount of time, an inspection may be completed at a date and time determined by the Building Inspector. A Certificate of Occupancy will be issued upon approval and shall be visibly displayed to the public on the premise. Temporary Occupancy may be issued for 30-day periods with a \$25 fee to allow businesses to open while corrections related to non-life safety requirements take place. Certificates of Occupancy are valid for 5 years and must be renewed.

**DESIGN REVIEW BOARD.** The Design Review Board meets twice a month on the second and fourth Thursday at 5:00 pm, except in November and December when they meet on the first and third Thursday at 5:00 pm. All required materials, including 9 sets of paper copies (11"x17" preferred) shall be submitted with the application. Applications will not be placed onto an agenda without the review and approval of the Zoning Administrator. **All plans shall be drawn to scale.**

**NEW BUILDINGS:**

- Elevations and Floor Plans
- Site, Landscaping, Screening, Parking, Circulation and Lighting Plans, as applicable
- Survey, including as-built upon completion
- Renderings and material samples, preferred

**ADDITIONS/MODIFICATIONS:**

- Elevations and Floor Plans associated with addition/modified area
  - Accurate representation of window and doors, including trim
- Site, Landscaping, Screening, Parking, Circulation and Lighting Plans, as applicable
- Survey, including as-built upon completion
- Renderings and material samples, preferred

**SITE IMPROVEMENTS:**

- Site, Landscaping, Screening, Parking, Circulation and Lighting Plans, as applicable
- Survey, including as-built upon completion

**DESIGN ADJUSTMENT:**

- Elevations; Site, Landscaping and Screening Plans; as applicable
- Narrative description per (535-31G(5))

**SIGNS:**

- Elevation of sign, in color with full dimensions
- Description of all proposed materials
- Elevation of building on which sign will be affixed, including the proposed sign
- Monument signs shall also include a site and landscaping plan (plant type and quantity), including the location of the proposed sign
- Material samples, preferred

**PLAN COMMISSION.** The Plan Commission meets once a month on the fourth Tuesday at 6:30 pm. Applications for Conditional Use Permits, Planning Adjustments and Special Exceptions, and all associated/required materials shall be on file with the Planning & Development Department by 4:30 pm at least 4 weeks prior to the next available meeting in order to publish and mail required notices.