



*Preserving Yesterday's Heritage for Tomorrow.*

Application fee: **\$100.00**  
Receipt No. \_\_\_\_\_  
Date \_\_\_\_\_  
Staff \_\_\_\_\_

## APPLICATION FOR CONCEPT PLAN REVIEW

See reverse side for materials to be submitted with this application

Applicant:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. ( ) \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Site Address: \_\_\_\_\_

Landowner of Record: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. ( ) \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_

Architect (if applicable):

Name: \_\_\_\_\_

Phone No. ( ) \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_

Engineer or Contractor (if applicable):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. ( ) \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_

Lot Size \_\_\_\_\_ acres

Location \_\_\_ 1/4 Sec. \_\_\_\_\_

Lot street frontage width \_\_\_\_\_

Current zoning \_\_\_\_\_

Lot dimensions \_\_\_\_\_

Does current zoning permit the intended use? \_\_\_\_\_

Days and Hours of Business Operation (if applicable): \_\_\_\_\_

Number of Employees (if applicable): \_\_\_\_\_

This use will be in \_\_\_\_\_ existing building(s) \_\_\_\_\_ new building(s)

Describe specifically the nature of the proposed use associated with the concept plan.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This application is meant to be used as a starting point for various Town applications for feedback from the Plan Commission before a formal submittal. It is also the recommended first step for land division applications.

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Date**

## **THE CONCEPT PLAN PROCESS & REQUIREMENTS ARE AS FOLLOWS:**

Updated 12/2021

- ✓ Materials **must** be submitted **three weeks** before the desired meeting date; see the meeting schedule on the Town Website for submittal deadlines.
- ✓ Incomplete applications will not be accepted and/or processed. The \$100 fee AND all other related materials wished to be considered by the applicant must be submitted at the same time. Staff will not accept an incomplete application.

If the applicant wishes to move beyond the Concept Plan stage, the next step would be the applicant completing and submitting applicable application(s) for their next process(es) for which they are seeking approval.

### **REQUIRED MATERIALS:**

Electronic copies of all documents are to be emailed to **Jack Johnston:**  
[jjohnston@town.cedarburg.wi.us](mailto:jjohnston@town.cedarburg.wi.us)

Staff requests two full-sized hard copies of all applicable documents be submitted along with the application and fee.

### **Suggested Submittal Materials (electronic copies of those listed below are required)**

- 2 copies of a write-up of the business plan/intended use of property.
- 2 copies of the plat of survey or simple site plan showing the location, dimensions, uses and size of the subject site, existing and proposed structures, easements, parking, streets, loading areas, and uses of abutting land.
- 2 copies of applicable full-color renderings and elevations.
- 2 copies of applicable landscape plan.
- 2 copies of applicable signage.

### **NOTES:**

- ✓ If a newly drafted plat of survey is used for the Concept Plan, it is recommended it be prepared by a registered land surveyor so that we can verify that your project meets the required setbacks.
- ✓ The Concept Plan process can take several months, depending upon direction sought from the applicant to gather the direction, and input received from the Plan Commission (there may be various iterations).
- ✓ The Town Board is typically not involved in the Concept Plan process.