

Village of Pulaski Petition for Site Plan and Design Review

A presubmittal meeting with village staff must be completed prior to formal submittal of the petition for review.

Completed Presubmittal Meeting Date _____

Date of Petition Request: _____

Application # (Assigned by Staff) _____

Property Owner – Please print

Name _____

Address: _____

City State Zip

Phone: _____

Email: _____

Architect/Agent for Owner (if different) – Please print

Name _____

Address: _____

City State Zip

Phone: _____

Email: _____

Parent Parcel Number(s) of Property: _____ County _____

Existing Zoning District and/or CUP for Property: _____

Current Use of Property: _____

Proposed Use of Property:

_____ 12 Copies of the Site Plans are submitted with the appropriate fee.

As stated in Section 51.29(e), the following information (as applicable) is required to be either shown on the site plan or submitted separately:

- (1) Site plan drawn to a recognized engineering scale not less than 1 inch equals 50 feet.
- (2) Name of project noted.
- (3) Owner's and/or developer's name and address noted.
- (4) Architect and/or engineer's name and address noted.
- (5) Date of plan submittal.
- (6) Scale of drawing noted on plan.
- (7) North arrow shown.
- (8) Existing and proposed topography shown at a contour interval not less than 2 feet.
- (9) The characteristics of soil related to contemplated specific uses.
- (10) Total number of parking spaces noted including location and dimension.
- (11) Dimensions of lot.
- (12) The type, size, and location of all structures with all building dimensions shown including setbacks.

- (13) Indicate height of building(s)
- (14) Existing and proposed street names indicated.
- (15) Indicate existing and proposed rights-of-way and widths.
- (16) Locate existing and general location of proposed sanitary disposal systems.
- (17) Locate any proposed storm water management facilities, including detention/retention areas.
- (18) Locate existing trees and wetlands.
- (19) Note location, extent, and type of proposed plantings.
- (20) Note location of pedestrian sidewalks and walkways.
- (21) A graphic outline of any development staging which is planned is required to be shown on the site plan.
- (22) Architectural plans, elevations, and perspective drawings and sketches illustrating the design and character of proposed structures.
- (23) A certified survey map may be required by the Planning and Zoning Commission.

I, _____, as owner / owner's designated agent (circle one) for the submitted site plan, hereby file this request with the Village of Pulaski for processing and agree to pay any fees associated with processing the application. I understand that the above request will not be processed until all the required information is provided with the petition and fees paid to the Village of Pulaski.

Signature: _____

Please Print Name: _____

Please submit twelve copies (11x17) of the proposed site plan and related information, any required fees, and completed petition to:

Pulaski Village Clerk
 PO Box 320
 Pulaski, WI 54162

For Office Use Only: Date Received: _____

APPLICANT INFORMATION

When do I need site plan and design review?

As identified in Section 51.29 of the Pulaski Village Code, with the exception of signs and residential structures having four or fewer dwelling units, if you are planning on building a new structure or are making structural additions to a non-exempt building, you will need approval from the Village of Pulaski Planning and Zoning Commission. If you are unsure, please call the village at (920) 822-5182.

Where do I start?

Prior to starting the process, it is required that the applicant request a meeting during normal village hall business hours to meet with village staff to review the proposed development in order to obtain background information regarding required improvements, zoning, dimensional requirements, design standards, and other potential issues that may need to be addressed. Meetings may be set up by calling the Pulaski Village Hall at (920) 822-5182.

In order for the site plan to be processed, the presubmittal meeting must be completed and the completed application form, fee, and all accompanying information must be received in the Pulaski Village Hall two weeks prior to the planning and zoning commission meeting. This will ensure that it will be placed on next planning and zoning commission meeting (generally applications are due on the first Tuesday of the month for the planning and zoning commission meeting on the third Tuesday of the month, but you should confirm the dates with village staff). Prior to the planning and zoning commission meeting, a Pulaski village staff member may contact you regarding setting up a site visit to review the proposed development on the property.

What's next?

Following submittal, but prior to the planning and zoning commission meeting, the site plan will be reviewed by the Village of Pulaski Site Plan and Design Review Team consisting of the following departments:

- Administration
- Building Inspection
- Engineering
- Fire Department
- Planning
- Police
- Public Works

The assigned village staff will provide a written staff report with a recommendation to the Pulaski Planning and Zoning Commission based upon the presubmittal meeting, submitted information, and site plan and design review team meeting. This report will be provided to the applicant when it is provided to the planning and zoning commissioners, which is generally one week prior to the meeting.

At a regularly scheduled meeting, the planning and zoning commission will review the submitted information and staff report. As the planning and zoning commission members may have specific questions related to the development, it is highly recommended that the applicant and/or the applicant's agent attend the meeting. Following discussion, the planning and zoning commission will generally approve, approve with conditions, or deny the application.

The applicant/agent will be mailed or emailed a letter from the village stating the final action of the planning and zoning commission as well as any conditions of approval that must be met prior to beginning the development. An appeal to the planning commission's decision must be submitted to the village clerk within 30 days after the decision.

All site plan approvals by the planning and zoning commission expire if construction has not begun within 12 months of the date of approval and completed construction within 24 months of the date of approval, unless otherwise agreed upon. Any variation or modification from the approved site plan will require resubmittal and action by the planning and zoning commission.