



**Department of Economic Development/
Inspections & Zoning
5050 South Lake Drive
Cudahy, WI 53110**

Site, Building, Architectural, Landscaping, Signage Project Review Submittal Guidelines

The Plan Commission meets on the 2nd Tuesday of every month at 7 pm in the Council Chambers at City Hall (5050 S. Lake Dr). All information, including a detailed written description of your request, must be provided no later than 10 days prior to the scheduled meeting date. Failure to do this will either result in the review process being delayed 1 month or require payment of the higher application fee(s). Your plan should be professionally prepared by a licensed architect, surveyor and/or engineer, and should include:

- 1) In color elevations of proposed buildings, structures and fencing, or proper remodeling of existing buildings showing finished exterior treatment
- 2) Sample of building materials
- 3) Detailed site plan showing:
 - All structures, showing all entrances
 - Setbacks from public right-of-way and neighboring property
 - Surrounding land uses/zoning
 - Parking areas
 - Driveways/Street access, showing abutting streets
 - Utilization of open space
 - Walkways
 - Location of sewer systems
 - Screening of undesirable views (solid waste storage)
 - Public easements
 - Fencing/Screening
- 4) Stormwater management plan
- 5) Landscaping plan
- 6) Grading
- 7) Lighting plan
- 8) Signage plan:
 - Message/content
 - Type (sign types are listed on the Application for Sign Permit)

- Dimensions/Total square footage
- Height at top and bottom of sign above grade (if free-standing or monument)
- Colors and materials
- Type of illumination (if any)
- Method of construction and attachment specifications (Per Ordinance 17.0614)
- Scale drawing indicating the location and position of such sign in relation to nearby buildings
- Picture or description of existing signs which will remain (if any)

Please check with the Fire Department for access, hydrant, and sprinkler requirements related to use.

Two (2) 24" x 36" copies of all referenced maps, plans and elevations should be submitted for departmental review. Projects requiring Plan Commission and Design Board review will submit fourteen (14) copies of each document, reduced to 11" x 17" or other reduced legible scale; projects requiring only Plan Commission *or* Design Board review will submit nine (9) copies. An electronic copy in PDF format of the plans should also be obtained by e-mail or other method.

After receiving Plan Commission approval, you must obtain the necessary permits for your project from the Inspection Department.

Level 1 and 2 (smaller scale/cost) project submittal requirements can be negotiated between applicant and Department of Economic Development/Inspections & Zoning based on project description. Hand-drawn or cut-and-paste computer submittals of structural modifications, additions and/or sign installations will not be accepted and permit will not be issued.

For submittal questions and concerns contact us:

Department Phone: **(414) 769-2209**

Director Phone (Brian Biernat): **(414) 769-2215**, or e-mail **biernatb@ci.cudahy.wi.us**

http://www.cudahy-wi.gov/departments/economic_development/contact_us.php