



**VILLAGE OF PLEASANT PRAIRIE
COMMERCIAL AND INDUSTRIAL DEVELOPMENT APPROVAL GUIDELINES
FOR SITE AND OPERATIONAL PLANS
THAT REQUIRE PLAN COMMISSION APPROVAL**

**Developers should use this checklist as a guideline
for the development approval process**

1. **Pre-Application Staff Conference.** Prior to filing an application to the Village for the construction or addition of a new commercial or industrial building or use, the Developer is required to have a pre-application staff conference to obtain Village policy information, procedures and fee schedules. The purpose of this meeting is to inform the Developer of the purposes, objectives and requirements for developing within the Village.
2. **Pre-Development Agreement.** This agreement shall be executed prior to any Village review of a project. This agreement specifies the billing rates for various departments to process, review and inspect the project beginning at the entitlement stage through and until a certificate of occupancy is issued by the Village for the project. If the developer does not own the land, then a minimum of \$5,000 cash deposit shall be provided to the Village with the Pre-Development Agreement.
3. **Environmental Investigation.**
 - **Wetland Delineation.** * If any wetlands are proposed to be filled then permits from the WI DNR and US ACOE are required. All wetlands to remain shall be shown correctly on the Land Use Plan Map and Zoning Map.
 - **Floodplain Delineation.** If a 100-year floodplain boundary adjustment is proposed, approval from the Village, WI DNR and FEMA is required. All 100-year floodplain amendments shall be shown correctly on the Land Use Plan Map and Zoning Map (amendments are likely required.)
 - **Ordinary High Water Mark (OHWM) Determination.** WI DNR determines the location of the OHWM. Stipulated Shoreland Permit per Section 420-97 of the Village Zoning Ordinance.
 - **Historical and Archeological Phase 1 Evaluation check***
 - **Environmental Corridor Delineation.** All delineated environmental corridors shall be shown correctly on the Land Use Plan Map and Zoning Map (amendments may be required.)

*required for WI DNR Notice of Intent for work that disturbs more than 1 acre of land and TEA Grant Applications.
4. **Traffic Impact Analysis (TIA).** A TIA may be required for any development to determine access locations and required transportation improvements for the project by the Village, Kenosha County or the State of Wisconsin. Scope of TIA to be determined on a case by case basis.
5. **Wisconsin Transportation Economic Assistant (TEA) Grant** may be applied for to assist with transportation related improvements for qualified projects.
6. **Comprehensive Plan Compliance.** Any development plans considered by the Village are evaluated based on the Village Comprehensive Plan's goals, objectives, recommendations and policies including the Land Use Plan Map and Neighborhood Plans.
 - **Land Use Plan Compliance or Amendment.** The land use plan is evaluated to ensure that the land use is consistent with the proposed land division. The land use plan and the zoning map shall also be consistent. If the main land use category is required to be changed this is done at the time of the Neighborhood Plan (i.e. Residential to Commercial land use). Detailed land use plan map amendments to reflect specific wetlands, 100-year floodplain, outlots and removal or an Urban Reserve land use designation are done at the time of any Zoning Map Amendments are considered.

- **Neighborhood Plan or Amendment.** There are 32 neighborhoods identified in the Village Comprehensive Plan. Neighborhood Plans provide for the review of existing and probable future development in and around the area proposed for development by evaluating access to the development and the feasibility of developing certain land uses and lot layouts, roadways and parkways, open green spaces and preservation areas, schools, municipal facilities and municipal services to serve the neighborhood. The Neighborhood Plan sets forth a guide for future development when willing landowners wish to develop his/her land. As land continues to be developed, the Village evaluates proposals and amendments to Neighborhood Plans based on other elements of the Comprehensive Plans as well.

The Plan Commission holds a public hearing following the required 30 day notice and the Village Board makes the final decision on all Comprehensive Plan Amendments.

7. **Master Conceptual Plan.** Required for new commercial or industrial development areas of vacant land wherein lots are proposed to be created or can be completed for individual sites for developer who want initial comments and support from the Village Board prior to completing detailed Site and Operational Plans. The Plan Commission holds a public hearing following the required Class 2 notice and the Village Board makes a final decision.
8. **Zoning Compliance.** All developments shall meet the minimum requirements of the zoning designation and all requirements of the Village Zoning Ordinance
 - **Zoning Map Amendment.** If a Zoning Map Amendment is required to rezone any outlots, wetlands, and lots, then the required application shall be submitted at the same time as the Site and Operational Plans or CSM as applicable.
 - **Zoning Text Amendment.** Planned Unit Development (PUD) Overlay Districts may be considered by the Village for dimensional variations provided that there is a clear community benefit.

The Plan Commission holds a public hearing following the required Class 2 notice and the Village Board makes a final decision for any Zoning Map or Text Amendments.

9. **Comprehensive Land Use Map Amendment.** As noted above the land use plan and the zoning map shall be consistent, therefore at the time the Zoning Map Amendment application is submitted an amendment to the Land Use Plan is required. The Plan Commission holds a public hearing following the required 30 day notice and the Village Board makes the final decision.
10. **Land Division and Dedication of Easements.** If any land division of 4 or fewer lots, or dedication of easements is required, then a Certified Survey Map (CSM) shall be prepared for review. The Plan Commission makes recommendations to the Village Board for final consideration.
11. **Public Improvements.** If any public improvements are required for the development, then those plans area required to be approved by the Village and any other required agencies and a Development Agreement between the Village and the Developer/Property owner is required to be approved by the Village Board. In addition, financial security is required to be provided to ensure that work is completed pursuant to the Development Agreement. A Development Agreement is considered by the Plan Commission with final consideration of the Village Board.

Upon Village staff approval of the Public Improvement Engineering Plans, Profiles and Specifications, the Village will request approval from the Kenosha Water Utility (KWU). Upon written public sanitary sewer and water approval from the KWU, the Developer shall obtain written 208 Water Quality approval from the Southeastern Wisconsin Regional Plan Commission (SEWRPC) and public sewer and water approvals from the Wisconsin Department of Natural Resources (WI DNR).

Upon Village approval of the Public Improvement Engineering Plans and Specifications and all required Exhibits to the Development Agreement shall be submitted to the Village for final staff review so that the Development Agreement (drafted by the Village and reviewed by the Developer).can be finalized and considered by the Village Board. Exhibits to the Development Agreement may include any applicable documents:

- a. Memorandum of Development Agreement (drafted by the Village and reviewed by the Developer).
- b. Certified Survey Map.
- c. Engineering Plans, Profiles and Specifications.
- d. Landscaping and Street Tree Planting Plan.
- e. Street Lighting Plan, including a copy of the We Energies electrical distribution system plan and cost estimates.
- f. Street Sign Plan and cost estimates (provided by Public Works Department).
- g. Construction Management, field staking and as-built cost estimates.
- h. Construction inspection cost estimates (provided by Public Works Department).
- i. Declaration of Restrictions, Covenants and Easements.
- j. Commercial Owners Association By-Laws.
- k. Recorded Articles of Incorporation for the Commercial Owner's Association.
- l. A copy of the public sanitary sewer and water approval letters from the KWU, WI DNR, and SEWRPC.
- m. A copy of the signed contracts, certificates of insurance, and performance and payment bonds for all public improvements (a performance and payment bond is not required from the public landscaping and street tree improvements). The contracts shall have the Developer's name as shown on the title of the property. The contractor certificates of insurance shall also list the Village of Pleasant Prairie as an insured party. All contractors shall be pre-qualified by the Village
- n. A Policy of Title Commitment equal to the cost of public improvements. The title policy shall indicate that the right-of-way is being dedicated free and clear of any encumbrances, liens or judgments. The Title Report Commitment shall be updated the day before closing and again within 7 days after closing and recording of the documents.
- o. WI DNR Notice of Intent.
- p. Erosion Control Permit application.
- q. Work in the Right-of-Way application.
- r. Verification of taxes and outstanding special assessments being paid. Any outstanding taxes, special assessments or invoices shall be paid prior to recording the Final Plat and Memorandum of Development Agreement.
- s. Financial Security is required for the public/private improvements, in the amount of 120% of the total cost of the private grading and storm water drainage activities and all public related improvements, including sanitary sewer, water, storm sewer, grading, street trees, street lights, street signs, field staking, inspections and construction related services (including sanitary sewer, and storm sewer cleaning and televising), shall be submitted to the Village. The Itemized Cost Breakdown Exhibit will be prepared by the Village staff to determine the amount of the required Financial Security (Letter of Credit, Performance and Payment Bonds or cash). *IMPORTANT: If the financial security is a Letter of Credit, then a draft Letter of Credit equal to the cost breakdown analysis (need to verify proper format and dollar amount of Letter of Credit prior submitting the Original Letter of Credit).* The required financial security shall be provided prior to the Village at the closing.

After Village Board approval, the Village staff will host a closing with the Developer for all the documents to be executed, all cash payments made and acceptance of the required financial security. Within 72 hours of recording the CSM, Memorandum of Development Agreement or any other required documents at the Kenosha County Register of Deeds Office, recorded copies shall be provided to the Village.

12. **Site and Operational Plans (with or without a Conditional Use Permit).** All commercial and industrial properties require approval of Site and Operational Plans. (Plan Commission approval is required for the following:)
- Commencement of any new or additional principal use occupying 50% or more of the gross floor area of any existing principal building that is greater than 50,000 square feet; except for the expansion of an existing tenant that has occupied a portion of the same principal building for a minimum of one year from the date the tenant received a Certificate of Occupancy.
 - Commencement of any principal use after a principal building, principal structure or parcel of land has been vacant or unused for any allowed principal use for a period of 12 consecutive months or more, regardless of whether the same use was previously conducted in such building or structure or on such land;
 - Construction, erection, reconstruction, relocation, or replacement of a principal building or principal structure;
 - Expansion of or addition to a principal building or principal structure, constituting at least a twenty-percent increase in either the height or gross floor area of such building or structure, or an increase in gross floor area of at least 500 square feet, or an increase in height of at least eight feet, whichever is less;
 - Any activity relating to a conditional use which requires an initial or amended conditional use permit to undertake; or
 - Any activity for which an amendment of the Zoning Map or Text is required, when an application for such an amendment is pending and the applicant has made satisfactory arrangements with the Village Zoning Administrator regarding the processing of an application for site and operational plan approval in conjunction with the application for a zoning map or text amendment.
13. The Plan Commission holds a public hearing following the required Class 2 notice for any Conditional Use Permit.

Site and Operational Plans shall be identical to the plans submitted to the state for final approval. See Chapter 420 Article IX of the Village Zoning Ordinance for more information regarding plan requirements. The Site and Operational Plan approval can be broken up into multiple preliminary approvals to allow the project to commence while detailed building plans are being development.

- **Preliminary Site and Operational Plans (to allow for mass grading)** requires at a minimum approval of full civil plans, conceptual landscaping plans and conceptual building floor plans and elevations.
- **Preliminary Site and Operational Plans (to allow for mass grading, underground utilities and footing and foundation)** requires at a minimum approval of full civil plans, conceptual landscaping plans and conceptual building floor plans and elevations and detailed footing and foundation plans.
- **Final Site and Operational Plan (to allow for mass grading, underground utilities and building)** requires at a minimum approval of full civil plans, landscaping plans, exterior lighting plan (including a photometric plan), signage plans, and building plans.

The building plans shall include detailed architectural plans, including, without limitation, elevations, perspective drawings and sketches illustrating the design and character of the proposed structures, floor plans with all rooms labeled and an interior egress plans. Although detailed HVAC, plumbing, electrical and structural plans are not required for site and operational plan approval, all systems that effect the design of the building and exterior elevations shall be completed. Furthermore, detailed HVAC, plumbing, electrical, structural are required to be submitted for building permits. Any changes to the exterior building or site may require Plans to be reconsidered by the Plan Commission or Zoning Administrator.

Note: Fire Protection and Fire Alarm Plans are submitted directly to the Fire & Rescue Department and reviewed independently by an outside consultant. If a combined fire and domestic system is proposed, then a letter shall be provided from the sprinkler designer affirming that the combination water main is sized appropriately for both domestic use and fire protection demand. The system shall be designed and installed by a fire protection designer. A Wisconsin licensed fire protection contractor and/or sprinkler fitter must install any and all dedicated fire protection underground fire mains and aboveground fire protection as defined in WI SPS 305 subchapter V. Contact the Village Fire Chief directly with and specific questions.

14. **Digital Security Imaging System (DSIS).** All commercial developments require approval a camera security system installed and operational prior to occupancy pursuant to Chapter 410 of the Village Municipal Code. The security cameras outside of the building shall cover each entrance and exit, all public areas, parking lots and the driveway entrance to the site. DSIS Agreement and required DSIS Access Easement shall be approved by the Plan Commission.
15. **Permit applications.** Required permits will depend on the scope of the project and may include any of the following applications. Permit fees for Village applications are calculated by the Village as part of the permit review processes.
 - Erosion Control Permit application and plans.
 - WI DNR Notice of Intent.
 - Work in the right-of-way permit application and plans.
 - Copies of any other agency permits/approvals (ie WI DNR, US ACOE, WI DOT, Kenosha County, City of Kenosha Airport Height Approval).
 - Commercial Building and Zoning Permit applications and plans.
 - HVAC, Plumbing, Electrical permit application and plans
 - Sign Permit application and plans.
16. **Pre-Construction meeting.** After approval of the Site and Operational Plans (or Preliminary Site and Operational Plans) and submittal of the required permit applications a Pre-Construction meeting shall be scheduled with the Village (a minimum of 10 days after required permits applications are submitted and all conditions of approval are satisfied.) The Design Engineer of Record prepares the detailed agenda and runs the meeting. ALL CONTRACTORS INCLUDING THE GENERAL CONTRACT SHALL ATTEND THE PRE-CONSTRUCTION MEETING. Detailed information required for the meeting will be provided by the Village. Detailed information required for the meeting will be provided by the Village. The Engineer of Record shall provide agenda, plans, logistics plan, emergency contact lists and other information.
17. **Issuance of Permits.** After the pre-construction meeting the required permits can be obtained (picked up and paid for) from the Village.
18. **Business License Application and Fee** shall be submitted prior to occupancy for a new building. The application and fee shall be submitted with the Commercial Building and Zoning Permit Application for all tenant changes or interior alterations. The business license certificate shall be issued at time a Temporary Occupancy Permit is provided. This is an annual license renewed with the Village at the beginning of each year.
19. **Inspections and Certificate of Occupancy/Compliance.** All required permits shall be obtained and work shall be completed and inspected by the Village to ensure compliance with the approved plans and Village Ordinances. The Village may allow for a Temporary Occupancy to occupy all of part of a building prior to satisfaction of all permit conditions; however, at a minimum all life safety building and site issues shall be completed and approved, the parking lot shall be paved and stripped, signage including the address of the building, site lighting shall be operational, DSIS system shall be operational and approved by the Village and the required as built plans provided. If landscaping is not complete, then the Village may grant a Temporary Occupancy provided financial security is provided for the outstanding items. A Certificate of Occupancy will not be provided until all work is completed, inspected and approved.