



Office of the Planner & Community Development Director
 W240 N3065 Pewaukee Road
 Pewaukee, Wisconsin 53072
 Phone (262) 691-0770
 Fax (262) 691-1798
fuchs@pewaukee.wi.us

APPLICATION FOR CONCEPTUAL REVIEW

TO THE HONORABLE MAYOR AND PLAN COMMISSION OF THE CITY OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN

The undersigned hereby petitions the Plan Commission of the City of Pewaukee, Waukesha County, Wisconsin for conceptual review of: _____

Legal description of property – Please attach.

Common property description or name: _____

Property Address: _____ **Tax Key Number(s):** _____

Property owner(s) (Full Legal Name): _____

Owner’s Address: _____ **City/State/Zip:** _____

Phone: _____ **Email:** _____

Applicant (Full Legal Name):

Name: _____

Company: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Contact Person (Full Legal Name):

Name: _____

Company: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Site and Building Plan submittals must include and be accompanied by the following:

- This Application form accurately completed with original signatures.
- Application Filing Fee, payable to the City of Pewaukee: \$200.00
- Twelve (12) complete collated sets of Application materials to include:
 - o A written project narrative detailing the request, business/use operational information, future development plans, site and building improvements, tentative development schedule, and estimated project value.
 - o Scaled drawings, as may be applicable, including, but not limited to; a site plan, building elevations or renderings, and best available natural resource information.
- All application materials provided in a digital format (Adobe PDF). Materials may be submitted on a USB Flash Drive or emailed to hurd@pewaukee.wi.us.

Fraudulent invoices are being circulated online – DO NOT pay or wire funds to any unexpected invoices. The City of Pewaukee will never ask for funds to be wired for payment. If you receive any suspicious invoices or a request to wire funds, please contact Ami Hurd, Deputy Clerk/Community Development Coordinator at 262-691-0770 or via email hurd@pewaukee.wi.us.



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The applicant and property owner(s) hereby certify that:

- 1) all statements and other information submitted as part of this application are true and correct to the best of applicant's and property owner(s)' knowledge;
- 2) the applicant and property owner(s) has/have read and understand all information in this application; and
- 3) the applicant and property owner(s) agree that any approvals based on representations made by them in this Application and its submittal, and any subsequently issued building permits or other type of permits, may be revoked without notice if there is a breach of such representation(s) or any condition(s) of approval.

By execution of this application, the property owner(s) authorize the City of Pewaukee and/or its agents to enter upon the subject property(ies) between the hours of 7:00 a.m. and 7:00 p.m. daily for the purpose of inspection while the application is under review. The property owner(s) grant this authorization even if the property has been posted against trespassing pursuant to Wis. Stat. §943.13.

(The applicant's signature must be from a Managing Member if the business is an LLC, or from the President or Vice President if the business is a corporation. A signed applicant's authorization letter may be provided in lieu of the applicant's signature below, and a signed property owner's authorization letter may be provided in lieu of the property owner's signature[s] below. If more than one, all of the owners of the property must sign this Application).

PETITIONER'S/APPLICANT'S SIGNATURE: _____

NAME & TITLE (PRINT): _____

SIGN AND DATED this _____ **day of** _____, _____.

PROPERTY OWNER'S SIGNATURE: _____

NAME & TITLE (PRINT): _____

SIGN AND DATED this _____ **day of** _____, _____.

PROPERTY OWNER'S SIGNATURE: _____

NAME & TITLE (PRINT): _____

SIGN AND DATED this _____ **day of** _____, _____.

City Staff-

RECEIVED at City Hall by: _____ on _____

Fee paid: \$ _____ Date: _____.