

# DEVELOPMENT APPLICATION CHECKLIST CITY OF BRODHEAD

Check all that Apply:

- Site Plan Review
- Planned Unit Development
- Certified Survey Map (CSM)
- Minor Subdivision
- Preliminary Plat
- Final Plat
- Extra-Territorial Plat or CSM
- Annexation
- Street Easement/Vacation

For (land use, activity, site plan, other): \_\_\_\_\_

\_\_\_\_\_

Impact Mitigation (noise, smoke, dust, odors, etc., affecting adjacent properties): \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Comprehensive/Master Plan Compatibility: \_\_\_\_\_

Building Materials (type, color): \_\_\_\_\_

\_\_\_\_\_

Setbacks from rights-of-way and property lines (i.e., side, rear, front, setback): \_\_\_\_\_

\_\_\_\_\_

Has Screening/Buffering been provided? \_\_\_\_\_

\_\_\_\_\_

Landscape Plan (sizes, species, location): \_\_\_\_\_

\_\_\_\_\_

Signing (dimensions, colors, lighting, location): \_\_\_\_\_

\_\_\_\_\_

Lighting (wattage, style, pole location and height, coverage): \_\_\_\_\_

\_\_\_\_\_

Explanation of Storm-water Management: \_\_\_\_\_

\_\_\_\_\_

Erosion Control: \_\_\_\_\_

Fire Hydrant Location(s): \_\_\_\_\_

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Knox Box, Emergency Telephone #s: \_\_\_\_\_  
\_\_\_\_\_

Any Hazardous Material Storage? \_\_\_\_\_

Any Alarm Systems?:  
\_\_\_\_\_

Site Features/Constraints: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parking (no. of spaces, handicapped parking, and dimensions): \_\_\_\_\_

Driveway Access/Truck Access/Delivery \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Wastewater Usage Projected: \_\_\_\_\_gal/year      Water Usage Projected: \_\_\_\_\_gal/year

Electrical Requirements (Single Phase or 3-Phase) \_\_\_\_\_  
Service Type (200 amp, 400 amp, etc.) \_\_\_\_\_  
Breaker Panel Location \_\_\_\_\_

*Note: Application for Electrical Service, Water Service, Sanitary Sewer Service required to be complete prior to approval.*

**NEXT STEP:**

1. Once you receive approval or addressed all conditions of approved by Plan Commission, the City will issue an approval letter to the Applicant.
2. Depending on type of project, State approved plans may be required. This approval process typically occurs after the Plan Commission has approved the plans and before the Applicant submits to the City's Building Inspector. For information on State Building Plan Review visit Commercial Buildings Plan Review at <http://dsps.wi.gov/Plan-Review/Plan-Types/Commercial-Buildings-Plan-Review/>
3. Once Applicant receives State Building Plan Approval, submit Plans to City's Building Inspector. Building Inspection Forms and Fees can be downloaded at [http://www.cityofbrodheadwi.us/departments/building\\_inspector/index.php](http://www.cityofbrodheadwi.us/departments/building_inspector/index.php) City's Building Inspector is SAFEbuilt and ca be contacted at 1-800-422-5220.
4. A Fire Inspection is also required to receive building occupancy. Contact Fire Inspection Services, Inc. at (262) 567-9764 for scheduling and fees.