

Plan Commission Application Checklist

Site Plan / Building Review

Required Materials for a Site Plan / Building Review:

(As outlined in Sec. 44-792 of the City of Cudahy Code of Ordinances)

- ☐ Clear depiction of the existing appearance of the property, including color photographs and scaled drawings.
- ☐ Clear depiction of the proposed appearance of the property, including paint charts, color photographs, and scaled drawings.
- ☐ For all projects involving a new building or an addition exceeding 100 square feet of gross floor area, a detailed site plan with the following information is required:
 - ☐ A title block with the name and address of the current property owner, developer, and project consultants;
 - ☐ The date of the original plan and the latest date of revision to the plan;
 - ☐ A north arrow and a graphic scale (no smaller than 1 inch equals 100 feet);
 - ☐ All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled;
 - ☐ All existing and proposed easement lines and dimensions with a key provided and explained on the plan as to ownership and purpose;
 - ☐ All existing and proposed buildings, structures, and paved areas, including walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls;
 - ☐ All required building setback lines;
 - ☐ A legal description of the subject property;
 - ☐ The location, type, and size of all signs;
 - ☐ The location, type, and orientation of all exterior lighting;
 - ☐ The location of all access points, parking and loading areas, including a summary of the number of parking stalls and labels indicating the dimensions of such areas;
 - ☐ The location and type of any permanently protected green space areas;
 - ☐ The location of existing and proposed drainage facilities;
 - ☐ In the legend, the following data for the subject property:
 - ☐ Lot area
 - ☐ Floor area
 - ☐ Impervious surface area
 - ☐ Impervious surface ratio
 - ☐ Building height
 - ☐ A detailed landscaping plan, at the same scale as the main plan, showing the location, species and size of all proposed plant materials;
 - ☐ A written description of the proposed project, including a complete listing of the components, materials and colors; and,
 - ☐ Written justification for the proposed project, consisting of the reasons why the applicant believes the requested alteration is in harmony with the recommendations of the comprehensive plan and/or the design guidelines manual.

