

VILLAGE OF OCONOMOWOC LAKE
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ARCHITECTURAL CONTROL BOARD PROCEDURES AND POLICIES

A. SUBMISSION REQUIREMENTS

Building permits are required for new construction, repair, and any project over \$20,000, and any project that alters the exterior of an existing structure. Please consult with the Village Zoning Administrator regarding your project to determine whether or not you must appear before the Architectural Control Board with your project.

The fees for a building permit for new construction are \$8.00 per \$1,000.00 of construction value (based on the entire project cost including landscaping), with a minimum fee of \$200.00. The applicant is also responsible for any costs incurred by the Village in the form of attorney or engineering fees in the review of the proposed plans. A charge back form must be executed.

The fees for a building permit for remodeling and repair are \$8.00 per \$1,000.00 of construction value (based on the entire project cost), with a minimum fee of \$200.00.

The minimum cost for a building permit shall be \$200.00. A permit for upgrading or installing new electrical service is \$ 200.00.

B. BUILDING PLANS AND SITE PLAN

1. GENERAL

- a. Three (3) sets of paper and **(1) set of electronic (PDF format) Building Plans and Site Plan** must be submitted to the Village Administrator for approval 14 days prior to the meeting.
- b. All plans including site plan, topography plans, both existing and proposed and building plans must be submitted in an electronic format, **in PDF format files.**
- c. All plans shall be accurately drawn to describe the proposed project and be prepared in a professional manner. No inaccurate drawings or sketches will be considered.
- d. Schedule of all submittals.

2. BUILDING PLANS

- a. All building plans shall be drawn to a scale of at least $\frac{1}{4}'' = 1'-0''$.
- b. Required Drawings
 - 1) Floor plans of all habitable areas and levels, including foundation layout, decks, and platforms, and retaining walls if applicable.
 - 2) Total square footage and total living space square footage must be highlighted on the first page of the plans. The plans must include square footage for all the existing and proposed structures.
 - 3) Exterior elevations of all visible sides of building showing materials, floor lines, exterior grades, and heights of building elements.

- 4) Exterior colors of all building materials shall accompany the Building Plans, and samples of building materials shall be furnished unless waived by Zoning Administrator. This should include siding, roofing, trim, including soffit and fascia, and stone and/or brick.
- 5) Samples of building material and colors for the structure shall be provided.

3. **SITE PLAN**

- a. Site Plan shall be drawn to a scale of not less than 1" = 50' and shall include all data and information as required for a Certified Survey Map (CSM).
- b. Proposed project shall be located on site plan with offset & setback dimensions to property lines.
- c. All principal trees (6" diameter and greater) and areas of close vegetation shall be located.
- d. All principal buildings and structures within 40 feet of property lines, including those on adjacent properties, shall be located.
- e. Topography shall be indicated where grade variations of two (2) feet or greater.

4. **TOPOGRAPHY AND LANDSCAPE PLANS** (17.17(6))

A topography map of the project, per Ordinance No. 205, (included in Chapter 17) showing the existing site and the proposed site, along with final landscaping plans, must be submitted to the Zoning Administrator unless waived by the Village Administrator. Any change in the topography exceeding two (2) feet must be approved by the Architectural Control Board and may need review and approval of the Plan Commission. Refer to the attached Ordinance No. 205 for complete details. PDF scans of topography and landscaping plans must be submitted. Elevations of all walls, patios, burn pits, or other landscaping features must be included, as well as landscape lighting. See Ordinance #238 for outdoor lighting restrictions. Please supply samples of building materials and colors to include retaining walls, fencing, pavers, and edging unless waived by the Zoning Administrator.

5. **OTHER STRUCTURES**

- c. Applications for structures other than buildings, such as fences, landscape structures, etc., shall be accompanied by whatever illustrated material, in the opinion of the Architectural Control Board, is appropriate to accurately describe the exterior appearance. Samples of building material and colors for the structure(s) shall be provided unless waived by the Zoning Administrator.

C. **STANDARDS TO APPLY TO NEW, CHANGES, OR ADDITIONS TO EXISTING STRUCTURES AND**

USES For residential building only. See Zoning Code for additional requirements as it pertains to Business and Industrial Building (17.60(3))

- (a) No building shall be permitted the design or exterior appearance of which is of such unorthodox or abnormal character in relation to its surroundings as to be unsightly or offensive to generally accepted taste and community standards.

- (b) No building shall be permitted the design or exterior appearance of which is so identical with those adjoining as to create excessive monotony or drabness.
- (c) No building shall be permitted where any exposed facade is not constructed or faced with a finished material which is aesthetically compatible with the other facades and presents an attractive appearance to the public and to surrounding properties.
- (e) Building Scale and Mass. The relative proportion of a building to its neighboring buildings, to pedestrians and observers, or to other existing buildings shall be maintained or enhanced when new buildings are built or when existing buildings are remodeled or altered.
- (f) Building Rooflines and Roof Shapes. The visual continuity of roofs and their contributing elements (parapet walls, coping, and cornices) shall be maintained in building development and redevelopment.
- (g) Colors. Since the selection of building colors has a significant impact upon the public and neighboring properties, color shall be selected in general harmony with existing neighboring buildings.
- (h) Siting of Structures. No building or sign shall be permitted to be sited on the property in a manner which would unreasonably destroy or substantially damage the natural beauty of the area, particularly insofar as it would adversely affect values incident to ownership of land in that area; or which would unnecessarily have an adverse effect on the beauty and general enjoyment of existing structures on adjoining properties. A 10-foot offset to paving shall be provided in all non-residential areas.
- (i) Health and Safety. No building or use shall be permitted that would have a negative impact on the maintenance of safe and healthful conditions in the Village.
- (j) Outdoor Storage. No articles, goods, material, finished or unfinished product, incinerators, storage tanks, refuse containers, or equipment shall be exposed to public view or exposed to view from adjacent buildings and property. The Plan Commission may permit the outdoor display of product or merchandise when it makes a finding that such display is essential to a business .
- (k) Topography and Drainage. Buildings and uses shall maintain existing topography insofar as is practical. The Architectural Control Board and Plan Commission may require that drainage easements be executed. Buildings and uses shall conform to any adopted storm water management plan.
- (l) Erosion Control. Appropriate erosion control measures shall be utilized in all construction projects.

D. APPROVAL OF APPLICATION

Upon approval of application, signed and approved sets of the Building Plans shall be distributed as follows:

- One set to Applicant
- One set to Building Inspector
- One set to Village Administrator

Architectural Control Board approval does not constitute compliance with Building Codes and/or other Village, State, or Federal codes. Compliance is determined by the Village Administrator and/or the Building Inspector.

If there are any changes to plans that have been approved either prior to or during construction, the homeowner/contractor must notify the Village Administrator immediately before proceeding with implementing the change and may require submission to the Architectural Control Board for approval.

NEW CONSTRUCTION AND ADDITIONS

If you are building a new structure or building an addition to an existing structure, you will need to contact the Waukesha County Department of Parks and Land Use, Division of Environmental Health, 1320 Pewaukee Road, Room 260, Waukesha, WI, 53188-3868, phone number (262) 896-8300, for a preliminary site evaluation. You may obtain the application for the Preliminary Site Evaluation (PSE) on line at www.waukeshacounty.gov/eh. Select the button on the right labeled "Forms/Publications"; scroll to PSE form; the application is a PDF file and will always be the most current form available. They must review your request to make sure that your plans do not exceed the capabilities or encroach on your current septic system or your well. The county will send you a letter advising whether your plans are acceptable, or you will be required to make some modifications to comply with the law. You may want to contact the county prior to the Architectural Control Board meeting to speed up the permit process.