

**VILLAGE OF OCONOMOWOC LAKE**  
**35328 West Pabst Road Oconomowoc, Wisconsin 53066**

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**ARCHITECTURAL CONTROL BOARD PROCEDURES**

**A. SUBMISSION REQUIREMENTS**

No applications for Architectural Control Board approval will be considered until proper Zoning Permit is applied for and appropriate fees paid. The fees for a building permit for new construction are \$5.00 per \$1,000.00 of construction value (based on the entire project cost), with a minimum fee of \$100.00. 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. The fees for a building permit for remodeling are \$7.00 per \$1,000.00 of construction value (based on the entire project cost), with a minimum fee of \$100.00.

**B. BUILDING PLANS AND SITE PLAN**

**1. GENERAL**

- a. Three (3) sets of Building Plans and Site Plan must be submitted for approval one week prior to the meeting. (by 2 P.M. on the Friday before the 3<sup>rd</sup> Monday or at the latest by 10 A.M. on the 3<sup>rd</sup> Monday of the month)
- b. 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.

**2. BUILDING PLANS**

- a. All building plans shall be drawn to a scale of  $\frac{1}{4}'' = 1'-0''$  and not less than  $\frac{1}{8}'' = 1'-0''$ .
- 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 if requested.

**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 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 10 feet of property lines, including those on adjacent properties, shall be located.
- e. Topography shall be indicated where grade variations of five (5) feet or greater occur, based on a 50 foot grid layout.

**4. TOPOGRAPHY AND LANDSCAPE PLANS**

A topography map of the project, per Ordinance No. 205, showing the existing site and the proposed site, along with final landscaping plans, must be submitted to the Zoning Administrator unless waived by him. Refer to the attached Ordinance No. 205 for complete details.

**5. OTHER STRUCTURES**

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.

**C. 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

**ADDITIONS**

If you are 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, 515 W. Moreland Blvd., Room AC 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](http://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 encroach on your 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 meeting to speed up the permit process.