

Architectural Review Application

Village of Grafton Community Development Department
860 Badger Circle, Grafton, WI 53024
p (262) 375-5303 f (262)375-5312
jwolff@village.grafton.wi.us



Application Fee (applicable for all projects): \$50

Planning Review Deposit (applicable for all projects except one and two family homes): \$500

REQUIRED INFORMATION:

1. Applicant/Petitioner's Name: _____
2. Premises address: _____
3. Business's name: _____

PROPERTY OWNER INFORMATION

4. Property owner's name(s): _____ Address: _____
5. Telephone number(s): _____
6. E-mail address: _____

ARCHITECT/ENGINEER INFORMATION

7. Architect/engineer's name(s): _____ Address: _____
8. Telephone number(s): _____
9. E-mail address: _____

Requested: (check all that apply) New Addition Replacement
 Single Family Multi Family Commercial Garage

Single-Family and Two-Family Residential Submittal Requirements

- PDF of the plan set, stamped survey (8.5"x14"), and the materials sheet (8.5"x11"). Email PDF documents (or send link to file sharing website) to jwolff@village.grafton.wi.us, dbrown@village.grafton.wi.us, and syoung@village.grafton.wi.us.
- Two (2) full size plan sets with a stamped survey (8.5"x14") stapled to each plan set.
- One (1) 11" X 17" plan set with a stamped survey (8.5"x14") and a materials sheet (8.5" X 11") indicating the colors of all building materials stapled together.

Additional copies may be required upon request from Village Staff. See meeting schedule for submittal deadlines.

Nonresidential or Multi-Family (3 or more units) Submittal Requirements

Two (2) full size copies of plans, ten (10) copies of plans at 11" X 17," and a PDF of plans are required with submittal of this application. Additional copies may be required upon request from Village Staff. Plans must be in color and include a scaled drawing of the proposed project with

dimensions and area labels, colors, types of materials, and date plan was drafted. A summary of existing structures that will remain on the site (including dimensions) is also required. Color and material samples are required for the review process. Additional copies may be required upon request from Village Staff. See meeting schedule for submittal deadlines.

See Village of Grafton Zoning Ordinance Article VI: Architectural Design Standards for design and building material requirements.

After approval from the appropriate Village Committee or Staff, a building permit must be obtained from the Village Inspection office.

REQUIRED SIGNATURE(S) FOR ALL APPLICATIONS

I hereby certify that all statements, forms, and attachments submitted hereto are true and correct to the best of my knowledge and belief:

_____	_____
Property Owner's Signature	Date
_____	_____
Property Owner's Signature	Date
_____	_____
Property Owner's Signature	Date

OTHER REQUIRED APPLICABLE SIGNATURES

I hereby certify that all statements, forms, and attachments submitted hereto are true and correct to the best of my knowledge and belief:

_____	_____
Applicant/Owner's Agent's Signature	Date

No item will be placed on an agenda unless all required plans are submitted and the fees paid by the submittal deadline for that month (see meeting schedule and submittal deadlines on last page of this application). No submittal is complete until application is signed below by the Community Development Staff.

Application fee paid on: _____	By Check No.: _____	Received by: _____
Application fee: \$ _____	Planning review deposit: \$ _____	Total fee received: \$ _____
Notes: _____		
Community Development Department Staff's Signature: _____		