

# Building, Site & Operations Plan (BSOP)

## Approval Process: Approx. 4-6 Weeks

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### Step 1: Pre-application Staff Meeting

In most cases, the applicant(s) meet with the Planning Director and, if needed, additional City staff to discuss the proposed request. This step is intended to explain to the applicant the purpose of the regulations and to informally reach mutual conclusions regarding the application submittal, general program and objectives of the proposed development.

### Step 2: File Application Materials

The applicant submits a completed application form, other necessary materials, and a \$450 application fee. Application materials shall include the following items:

1. A written project narrative describing the proposed use, site plan, and operational details of the project.
2. A Site Plan of the property, accurately dimensioned, showing the location of all-existing and proposed structures and uses, including parking and any required or proposed landscaping. (See attached checklist below)
3. Color elevations and/or renderings of exterior changes made to any existing structures or for any new buildings, and a list / description of building materials.
4. Additional information as required by the Planning Director.

Upon receipt of the necessary materials, the item will be placed on the agenda for the next available Plan Commission meeting. The application deadline for getting on the agenda is generally thirty (30) days prior to the meeting. The Plan Commission meets on the third Thursday of each month, at 6:00 p.m. in the council chambers of City Hall. For specific monthly submittal and meeting dates, please refer to the Planning Department website [HERE](#)

### Step 3: Staff Review

City staff will provide a technical review of the request and the submitted information to identify relevant issues. If extensive changes are required or more information is needed to adequately review the application, the application may be rescheduled to a later Plan Commission meeting date to allow time for the necessary work to be completed. If deficiencies are minor, the item will be scheduled for a Plan Commission meeting, subject to revised plans being submitted seven (7) working days prior to the meeting.

### Step 4: Design Review Board

Following review of the application submittal for completeness, the BSOP application will be placed on the next available Design Review Board (DRB) agenda. The Design Review Board will provide, in the form of a recommendation to the Plan Commission, recommendations and suggestions on the site and building design as presented in the application. The DRB meets on the second Tuesday of each month at 4:00 pm in City Hall. The applicant(s) should attend this meeting to present the project and answer questions by the DRB members.

### Step 4: Plan Commission

The Plan Commission shall review the proposed request and shall determine the BSOP be granted as requested, conditionally approved, need for modifications, or denied. The applicant and / or its designee should attend this meeting and be prepared to present the request and answer questions from the Plan Commission.

If the Plan Commission determines the BSOP requires modifications, the BSOP may be rescheduled for a future Plan Commission meeting when such modifications are made to the BSOP.

## Building, Site & Operations Plan (BSOP) Submittal Checklist

- ☐ Completed Pre-Application Meeting
- ☐ Completed BSOP Application
- ☐ Application Fee - \$450 (Mailed or Dropped off)
- ☐ One narrative describing the proposed use, site and building changes, and operational details of the use or project
- ☐ One (1) professionally prepared accurately dimensioned site plan showing at least the following:
  - Proposed location and dimensions of all primary and accessory buildings • Dimensions indicating relationships / distances between buildings, property lines, parking areas, etc • Principal and accessory building setbacks, side setbacks, and rear setbacks • Parking areas and stall locations • Overhangs, steps, ramps, lighting and any other structures as needed, including dumpster corals • Proposed or required landscaping plans if not submitted separately
- ☐ One (1) set of color elevations and / or renderings or drawings for all proposed new buildings and structures or exterior changes to existing buildings, with a description denoting material type and location
- ☐ One (1) professionally prepared landscape and screening plan if not part of a submitted site plan

**Submittal:** All materials can be submitted in a PDF format and submitted via email to: [rharris@portwashingtonwi.gov](mailto:rharris@portwashingtonwi.gov) All plans and building exterior plans / images should be in 11 x 17 format.



## PLAN COMMISSION APPLICATION

Date Received: \_\_\_\_\_ Check Number: \_\_\_\_\_ Amount: \_\_\_\_\_ (For Office Use Only)

<input type="checkbox"/> Plan Concept Review	\$300.00	<input type="checkbox"/> Awning Review	\$ 50.00
<input type="checkbox"/> Preliminary Plat Review	550.00	<input type="checkbox"/> Special Exception or Minor Review	250.00 / 100.00
<input type="checkbox"/> Final Plat or Condo Plat Review	250.00	<input type="checkbox"/> Business, Site, and Operational Plan	450.00
<input type="checkbox"/> Planned Development Overlay	300.00	<input type="checkbox"/> Conditional Use Grant	300.00
<input type="checkbox"/> Certified Survey (w/o dedication)	250.00	<input type="checkbox"/> Zoning Text or Map Amendment	250.00
<input type="checkbox"/> Certified Survey (with dedication)	275.00	<input type="checkbox"/> Annexation	300.00

Description of Proposed Request: \_\_\_\_\_

Property Address: \_\_\_\_\_ Tax Key: 16- \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Relationship to Owner: \_\_\_\_\_

**\*\*\*Digital Copies of your plans are required for the Plan Commission and Design Review Board meeting.\*\*\***

In making this application, I (we) acknowledge that the Plan Commission will review the contents of this application at a public meeting, that I (we) or a representative on my (our) behalf will be expected to attend the public meeting in order to provide information and answer questions, and that the meeting will be open to all interested persons who desire to attend. I (we) also grant permission to any City of Port Washington official or representative to enter and inspect the subject property at any reasonable time to consider the merits of this application, to take photographs, and to post public hearing notices if required.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

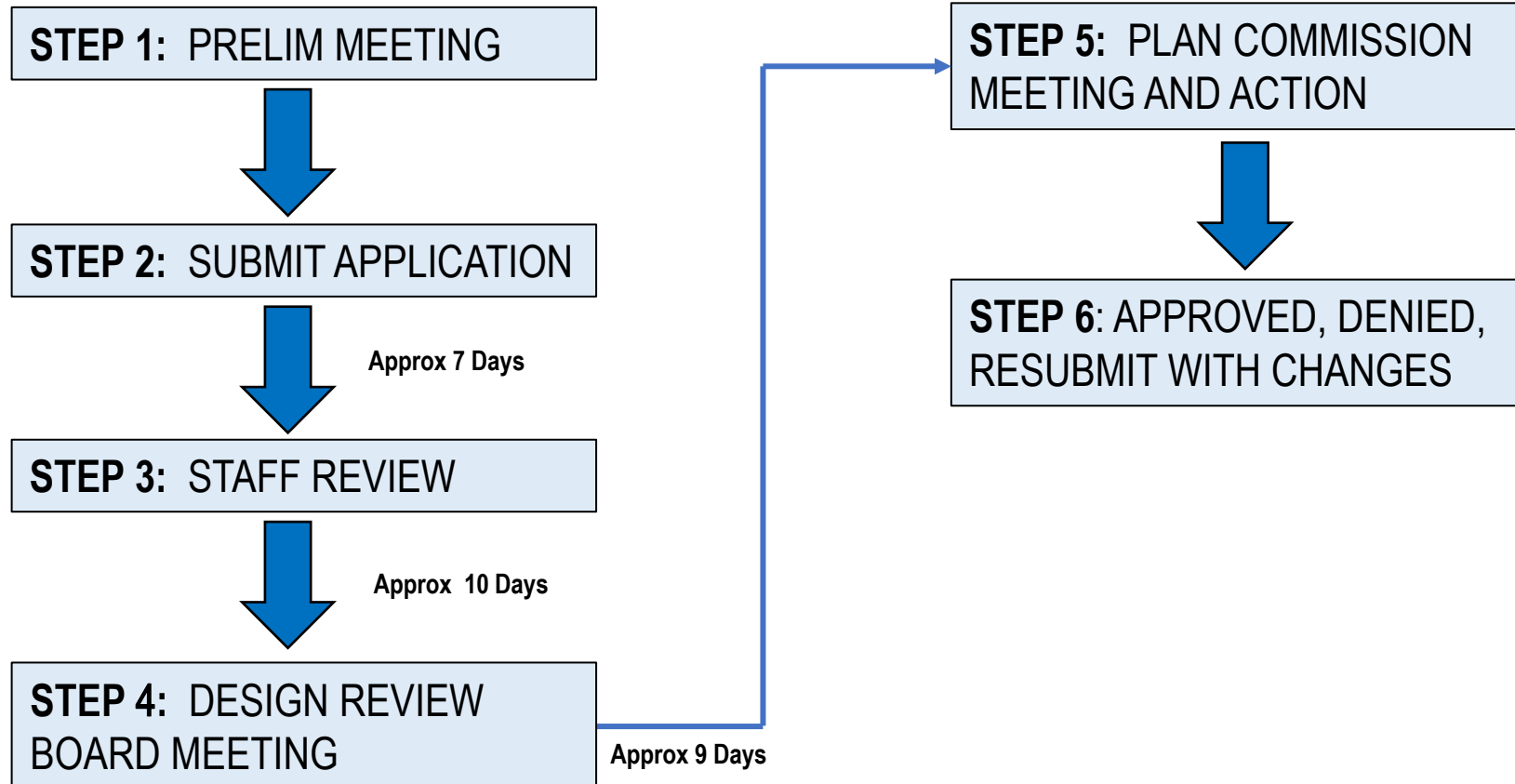
• [www.portwashingtonwi.gov](http://www.portwashingtonwi.gov) •

City of Port Washington, 100 West Grand Avenue, P. O. Box 307, Port Washington, WI 53074-0307. Any questions, please contact City Plan Bob Harris at 262-284-2600 (email: [rharris@portwashingtonwi.gov](mailto:rharris@portwashingtonwi.gov)) or his assistant, Judy Klumb at 262-284-2600 (email: [jklumb@portwashingtonwi.gov](mailto:jklumb@portwashingtonwi.gov)).

Revised 03/2022

# CITY OF PORT WASHINGTON BUILDING, SITE & OPERATIONS PLAN (BSOP) PROCESS

Estimated Time for Approval: 4-6 Weeks



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