



City of Oak Creek Plan Commission Checklist

Plan Commission application and review are required for the following:

- Certified Survey Maps (CSMs)*
- Rezones*
- Planned Unit Developments (PUDs)*
- Conditional Use Permits (CUPs)*
- Sign Appeals
- Comprehensive Plan Amendments*
- Preliminary Plats
- Official Map Amendments*
- Site Plans & Architectural Review
- Planned Sign Programs
- Long Term Temporary Sign Permits
- Temporary Uses*
- Final Plats
- Condominium Plats
- Zoning Text Amendments

* Asterisk indicates Plan Commission items that are recommendations to the Common Council and require Common Council approval.

Plan Commission convenes on the second and fourth Tuesdays of each month. A complete Plan Commission application package must be received by Community Development staff [deadlines](#) prior to a scheduled meeting to be added to the agenda. For **ALL** Plan Commission applications, a complete application package includes but is not limited to the following. Staff may request additional information and documents as needed.

- A completed [Plan Commission Application Form](#)
- Complete legal description of property/properties (Non-abbreviated) (word document)
- Narrative description of the project and proposal
- Fee payment submitted by check or online portal

There are additional requirements for several of the application types to complete a plan commission application package. Please refer to both the general requirements above and the requirements specific to your application type below. All documents must be submitted by PDF unless otherwise specified.

Certified Survey Map (CSM), Affidavit of correction, and lot line adjustment

- Proposed Certified Survey Map
- \$75 check to Milwaukee County Register of Deeds

Planned Unit Development (PUD)

- Written letter of support for the proposed use by the land owner
- Requirements listed in [§ 17.0703 Standards for review](#)

Rezone

- [Change of zoning application form](#)
- Concept site plan for the property
- Letter of support

Conditional Use Permit (CUP)

- Complete, professionally drawn site plan
- Complete [Conditional Use Permit form](#)

Sign Appeal

- [Complete sign appeal application](#)
- Formal denial letter issued by the zoning administrator
- Landowner written approval of the proposal
- Graphics with dimensions and details

Comprehensive Plan Amendment

- Concept Plan for future development or uses
- Letter of support

Preliminary Plat

- Complete Plan Commission Application form (Preliminary Plat).
- Letter of support from the landowner(s) if you do not yet own the properties.
- Preliminary Plat and 50% Civil Plans, including a grading plan (digital only – PDF and CAD files).
- Copies of all required correspondence to and from reviewing agencies. Note that the City does NOT submit plats to reviewing agencies on behalf of applicants.
- Wetland Exemption Letter if applicable

Official Map Amendment

- Proposed amended layout graphics
- Adjacent property owners signed letter of support

Planned Sign Program

- Land owners written approval of the proposal
- Complete planned sign program plans with site plans and graphics

Temporary Use

- Land owners written approval of the proposal
- Signage plan with details about quantity and size of signs
- Complete site plans with existing and proposed structures, location of signage, parking areas, etc.

Final Plat

- Final Plat and any other plans (as-built) per the Engineering Department and/or Water & Sewer Utility (digital only – PDF and CAD files)
- Copies of all required correspondence to and from reviewing agencies. Note that the City does NOT submit plats to reviewing agencies on behalf of the applicants.