



## Appearing Before the City of Oak Creek Plan Commission

When you appear before the City of Oak Creek Plan Commission there are several things to keep in mind. This document can help guide you through the process and provides quick links to other relevant documents and information.

### Plan Commission Dates & Submittal Deadlines

Plan Commission meets twice a month on the second and fourth Tuesdays. Be aware of the [submittal deadlines](#) to prevent delaying the approval process.

### Application, Attachments & Payment

Plan Commission applications are available [online](#). The documents required as a part of your application vary based on what you are applying for. You can find details on what's required for your submission and the components required within those documents. Costs associated with applying vary too, with details available on the Plan Commission application. Applicants will receive an invoice payable online, except in specific noted cases.

### Application Review & Plan Commission Agenda

City of Oak Creek staff within several departments will review plan commission applications. Between the time that you apply and the time that you are put on the agenda, please be available to answer any questions staff might have regarding your application and attachments. You may refer to the [staff directory](#) and contact us with any questions you have. You will receive an agenda and staff report on the Thursday or Friday prior to the meeting. Agendas are also available online through [our website](#).

### Plan Commission

Plan Commission meetings begin at 6:00 PM. Attendance of the applicant or a representative is required. Staff will present on each agenda item before the commission, unless applicants wish to present items themselves. The applicant should be prepared to answer questions following the presentation.

### Next Steps

Several Plan Commission items will also require a Common Council hearing and approval. Common Council meets the first and third Tuesdays of each month. Applicants will receive a Plan Commission decision letter following the meeting the same week as the hearing IF the item does not require Common Council approval. If the item requires Common Council approval, a decision letter will be sent following that hearing.