



**Department of Community  
Development**  
3805 S. Casper Drive  
P.O. Box 510921  
New Berlin, Wisconsin 53151-0921  
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# USE APPROVAL FESTIVAL PERMIT

## General Information

Festival Permits or temporary uses are generally accessory uses not specified as part of an existing Zoning Permit that are conducted for a limited time period. If these uses occur on an annual basis applicant will need to file for a Conditional Use Permit that allows for this to take place. These uses are evaluated based on the scope of the planned festival.

Festival Permits requires the coordination with the following departments:

- ✓ City Clerk's office for **liquor license**; and
  - ✓ Fire Department/ EMT; and
  - ✓ Police Department for safety and crowd control and **Loudspeaker permits** will be required from the Police Department if music is to be played; and
  - ✓ "No-parking" signs, traffic circulation and crowd control shall be coordinated with the Police and Streets departments; and
  - ✓ Building Inspection Department: All temporary electrical service or wiring shall require the appropriate permits and inspection and must be performed by a licensed electrician; and
- In some cases Waukesha County Department of Environmental Health for sanitary facility.

The use approval process is authorized by City of New Berlin Municipal Code §275-24, which states that the use of any principal or accessory building, structure or land shall not be changed, extended, enlarged, altered or occupied; a site or premise shall not be altered, used, changed, modified, or occupied; and no grading undertaken until review and approval by the Plan Commission.

The Administrative Permit process is authorized pursuant to the provisions of Section 275-17 (B) (9) of the City of New Berlin Zoning Ordinance.

## Fees

Application Fee and Filing Fee (non-refundable). **Please make check payable to the City of New Berlin.**

Application	Fee	Filing Fee	Total
Temporary Use	\$100	\$50	\$150

Time of Approval: Five (5) business days (after submittal of complete application)

## Procedure

**Staff shall only review completed applications submitted with all required materials and information and shall only approve plans that meet all the requirements set forth in the Zoning Ordinance.**

1. **Preapplication conference (optional):** The purposes of the pre-application conference are to provide an opportunity for the applicant and the staff to discuss the review process schedule and submittal requirements, the scope of the project, and compliance with the Zoning Ordinance. Staff opinions presented during pre-application meetings are informational only and **do not** represent a commitment on behalf of the City regarding the acceptability of the development proposal.
2. **Application and determination of completeness:** All development applications shall be submitted to staff at the Permit Application Center (PAC). An application will be considered complete if it is submitted in the required number and form, includes all mandatory information, and is accompanied by the applicable fee. If an application is determined to be complete, the application shall be processed. If an application is determined to be incomplete by the Planner of the Day, the Permit Application Center shall reject the application specifying the deficiencies. Complete applications will be accepted and routed for review.
3. **Staff review and approval:** Once a submitted application is certified as complete, the Permit Application Center shall refer the festival permit application to the appropriate review agencies or City departments (engineering, inspection, fire, and planning) to review. The Planner of the Day shall make a determination if the improvement should be forwarded to the County Department of Environment Health or other departments for review. If application does not warrant review



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by other departments, a Zoning Permit can be issued at the PAC by the Planner of the Day. Any changes to the development application or any accompanying plans or information may be permitted after submittal. Changes or

additional submittals may cause the application to be rescheduled for a later meeting and/or restart the routing and review procedure. If changes to the application are later found to result in an application that is not in compliance with the zoning ordinance, an amendment to the application will be required.

4. **Plan Commission action:** Applicants will be afforded the opportunity to petition the condition of approval of Zoning Permits issued by the PAC before the Plan Commission at the meeting date written on the application. The request to petition must be made in writing to the Director of Community Development no sooner than two weeks before the Plan Commission meeting. The Plan Commission may approve, approve with conditions, defer, table, deny with reason, refer to committee, or remove any applications from the agenda.

## **Applications must have the following information or it will not be accepted:**

### **Application Check List**

#### **§275-24B Development Application**

- Planning Application form must be thoroughly completed, submitted, and signed along with the following applicable information.

#### 275-20C Fees

- Paid Fees

#### **§275-24C(2) Plan of Operation – (eight copies required)**

- This is a letter or report - A separate sheet may be used for additional information.
- The proposed use of the land, building and/or structures
  - Activities to occur both inside and outside all principal and accessory buildings
  - The frequency and duration of all activities, including the season, days, and hours of operation
  - The total number of employees and number of employees in largest shift
  - The total number of customers (internal vs external)
  - The total number of vendors
  - Signage (temporary banners and directional signs)
  - The number, size and type of all vehicles associated with the use,
  - Number of vehicle trips or Traffic Impact Analysis if required by §275-58C
  - The expected starting and completion dates of construction
  - The proposed phasing of the project, if appropriate

#### **§275-24C(3) Site Plans - (eight copies required)** - Must show all on-site and overflow parking to enable quick parking calculation. Plan must also show traffic circulation pattern and coordination. Show all temporary structures including required sanitation facilities to be installed on site.

Site Plan drawn to a scale no greater than 1"=100' on no smaller than 24" x 36" sheets.

Site Plan drawn and colored suited for public presentation to fit on a single 11" x 17" .

- Property boundaries and dimensions
- Limits of Disturbance boundary, §275-54A
- Prominent natural areas, such as streams and wetlands
- Existing and proposed buildings and structures
- Neighboring uses labeled
- Zoning setbacks labeled
- Parking areas and on-site/adjacent access drives
- Driveway locations for ingress and egress
- Loading and unloading areas
- Pedestrian access
- Traffic generation and circulation
- Outside storage (dumpsters, inventory, trucks, rec. vehicles, etc)

#### **§275-24C(4) Architectural Plans - (eight copies required)**

Architectural Plans at a scale no smaller than 1/8" = 1' (one copy required).

Building elevation drawn and colored suitable for public presentation at a scale no smaller than 1/8" = 1' (one copy required).

Building elevation OR architectural rendering drawn and colored suitable for public presentation to fit on a single 11" x 17" sheet (seven copies of digital or regular photographs of existing structures required).

- Building Plans
- Architectural Renderings
- Elevations of existing and proposed building & structures



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- Material Samples
- Floor Plans
- Dumpster Enclosures
- Cross sections of all RTU, wall mounted meters or air handling units.
- Lighting Plan – Parking Lot and Street Lighting if required

## **§275-21B Incomplete Applications**

- All of the information listed is required for a complete application.
- Staff may request additional or more detail information to be provided for adequate review.
- If the required information is not included with the application, Staff will reject the application specifying the deficiencies.

## **§275-21C(2) Plan Revisions**

- Based on written comments from staff and other departments and agencies during the review process, the applicant may submit revised plans.
- The required number of copies shall be submitted for all revised plans.