VILLAGE OF CLEVELAND
MANITOWOC COUNTY, WISCONSIN

PROJECT CHECKLIST

If you are planning a project in the Village of Cleveland, please use the following checklist to ensure compliance with our regulations. Once you've completed the items on this checklist, file your materials in the Clerk-Treasurer's Office at Village Hall.

I want to start a multi-family, commercial, or educational project. What are the steps before I can apply for a building permit?

___ Hold at least one formal pre-application meeting with Village Staff.
___ File 3 copies of the completed application in the Clerk-Treasurer's Office.
___ Meet with the Plan Commission after Village Staff determine the application is complete.
___ Obtain approval from the Village Board.
___ Receive a Zoning Permit from the Clerk's Office.

Will I need a Site Development Plan for my project? Yes, if you plan to construct or structurally alter a building or do any grading on a site in the following zoning districts:

Multiple-Family Residential District (R-3)
Resort Residential District (R-4)
General Business District (B-1)
Special Business District (B-2)
Industrial District (I-1)
Industrial District (I-2)
Industrial District (I-3)
Main Street District—Commercial Only (MS-1)

Zoning district information can be obtained in the Clerk-Treasurer's Office at Village Hall, 1150 W. Washington Avenue, Cleveland. You may also need a site plan if you operate under a conditional use permit or with the privilege of a grandfathered permit.

What's required for a properly prepared Site Development Plan?

___ Application Form
___ Operations Plan
___ Location Map (11" x 17" or smaller) showing property and nearest intersection
___ Landscaping Plan *(same scale as Property Plan, below)*
___ Grading and Erosion Control Plan (*same scale as Property Plan, below*)
___ Property Plan (original of any size, but at least 3 copies at 11" x 17" or smaller)
___ Elevation Drawings showing finished exterior treatment. Exterior materials must be consistent with the neighborhood.

More detailed information on site plan requirements is available at Village Hall.

To schedule your pre-application meeting, contact the Director of Public Works at 920/693-8236.

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