

## CHECKLIST FOR APPLICATION TO DESIGN REVIEW COMMITTEE

All items must be completed and submitted to Village Clerk 2 weeks prior to scheduled review of application.

- \_\_\_\_ 1. Completed formal application for building permit.
- \_\_\_\_ 2. Completed formal application for design review.
- \_\_\_\_ 3. Blueprints or renderings of proposed project, including location, dimensions, colors.
- \_\_\_\_ 4. Material sampler, can be photographs or sales pamphlets of materials to be used including color choices.
- \_\_\_\_ 5. A scale site drawing showing signage, utilities, dumpsters, landscape plantings, and any other items not listed but may impact the visual aesthetics of the project.

VILLAGE OF NEW GLARUS  
GREEN COUNTY

**APPLICATION TO THE DESIGN REVIEW COMMITTEE**

*Completed original application is to be submitted in full to Village Clerk's Office  
two weeks prior to scheduled review.*

Preliminary Review Date: \_\_\_\_\_ Final Review Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

*A binder of swiss architectural design ideas is available to check-out for a \$30.00 refundable deposit from the New Glarus Village Clerk's office.*

Site Address: \_\_\_\_\_

Legal Description of site by lot, block and / or recorded subdivision or by metes and bounds: \_\_\_\_\_

Present zoning of site: \_\_\_\_\_

Proposed operation or use of the structure of site: \_\_\_\_\_

**Attachments Required:**

1. Formal Application for Building Permit.
2. Blueprints or renderings, including elevations clearly defining the construction, proposed location, dimensions and all colors accurately portrayed by submitting material samples and a colored rendering of the proposal. Plans and blueprints must be drawn to scale and clearly define the roofing materials and siding materials to be used or applied on all exterior walls and trims. *All materials including plans and blueprints submitted with this application will become the property of the Village.*
3. A scale site drawing showing the size of the property, the locations of fixtures, signage, utilities, dumpsters and existing improvements. Identify changes requested. Also include landscape plans indicating location and types of plantings and features, drawn to scale.

Optional comments by Building Inspector: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature



**ARTICLE II Swiss Architectural Theme [Amended 7-1-2003 by Ord. No. 03-04; 9-20-2005 by Ord. No. 05-05]**

**§ 118-19. Compliance to theme required.**

**A. Requirements.**

- (1) Any and all buildings, structures, walkways or lighting in the C-1 Commercial District and C-2 Highway Commercial District in the Village of New Glarus, including all new construction or substantial alteration or remodeling of existing construction, except for existing single-family residence dwellings in said zones which are not used for commercial purposes, shall conform in exterior design to the Swiss architectural theme adopted by the Village and as presently evidenced by the Swiss architecture in the commercial zoning districts of the Village.
- (2) An exception to this requirement is any building that is either currently identified or in the process of being designated an historic building and as such subscribes to all the rules and regulations identified in § 16-12, Historic Preservation Commission, of this Code.

**B. Definitions.**

- (1) For purposes of Subsection A of this section, the terms "remodeling existing exterior construction" and "substantial alteration or remodeling" shall be defined as an interior and/or exterior alteration or remodeling, the total cost of which (including but not limited to electrical, mechanical, plumbing and structural changes) for a building or structure within any twenty-four-month period equals or exceeds 60% of the assessed value of that building or structure at the time the alteration or remodeling is commenced.
- (2) The terms "remodeling existing exterior construction" and "substantial alteration or remodeling" shall also mean any interior and/or exterior alteration or remodeling where three or more exterior elements of the building are altered within any twenty-four-month period (including but not limited to doors, windows, wall finish, paint, roofing material, and structural changes). Each door, window or other item shall count as one element. Visible exterior structural changes, including but not limited to removal or addition of walls, roof framing, and/or additions, shall count as two of the three elements for purposes of the definition. The Village Assessor and/or the Building Inspector alone will make the determination as to whether the changes exceed 60% of the assessed value of the structure.