



## ANNOUNCEMENT OF SUBMITTAL DEADLINES FOR 2020 PLAN COMMISSION MEETINGS

Plan Commission Meeting Date	Submission Deadline*
Tuesday, January 14 <sup>th</sup>	4:00 P.M., Thursday, December 12 <sup>th</sup>
Tuesday, February 11 <sup>th</sup>	4:00 P.M., Thursday, January 9 <sup>th</sup>
Tuesday, March 10 <sup>th</sup>	4:00 P.M., Thursday, February 6 <sup>th</sup>
Tuesday, April 14 <sup>th</sup>	4:00 P.M., Thursday, March 5 <sup>th</sup>
Tuesday, May 12 <sup>th</sup>	4:00 P.M., Thursday, April 9 <sup>th</sup>
Tuesday, June 9 <sup>th</sup>	4:00 P.M., Thursday, May 7 <sup>th</sup>
Tuesday, July 14 <sup>th</sup>	4:00 P.M., Thursday, June 4 <sup>th</sup>
Wednesday, August 12 <sup>th</sup>	4:00 P.M., Thursday, July 9 <sup>th</sup>
Tuesday, September 8 <sup>th</sup>	4:00 P.M., Thursday, August 6 <sup>th</sup>
Tuesday, October 13 <sup>th</sup>	4:00 P.M., Thursday, September 3 <sup>rd</sup>
Tuesday, November 10 <sup>th</sup>	4:00 P.M., Thursday, October 8 <sup>th</sup>
Tuesday, December 8 <sup>th</sup>	4:00 P.M., Thursday, November 5 <sup>th</sup>

\*All submittals for any Plan Commission review shall adhere to the following criteria:

- A pre-application meeting is required. Contact Village Planner to schedule meeting.
- Applicant or applicant representative must schedule a meeting with the Village Planner or Village Clerk to submit. No courier or email submissions will be accepted.
- The submittal must be complete, or it will be rejected and not scheduled for Plan Commission review. A checklist of items for a complete application will be presented to applicant at pre-application meeting.

**Application Types:** Submittals for Plan Commission review include a comprehensive plan amendment, zoning district boundary change, site plan and architectural review, request for a conditional use or planned unit development, preliminary and final plat of subdivision, a certified survey map, sign special exception and sign reviews, and other reviews as needed.

**Contact Information:**

Ben Kohout, AICP; Community Planner  
262-363-6420 x2111  
[planner@villageofmukwonago.com](mailto:planner@villageofmukwonago.com)

Diana Dykstra; Clerk-Treasurer  
262-363-6420 x2103  
[ddykstra@villageofmukwonago.com](mailto:ddykstra@villageofmukwonago.com)

Linda Gourdoux; Deputy Village Clerk  
262-363-6420 x2104  
[lgourdoux@villageofmukwonago.com](mailto:lgourdoux@villageofmukwonago.com)