

Site Plan Application & Submittal Requirement



Application Fees

- Minor Site Plan Amendment: \$150
- Site Plans less than 5,000 SF of Building Area: \$500
- Site Plans greater than 5,000 SF of Building Area: \$1,000

Completed applications shall be submitted to the Village Clerk 45 days prior to the Planning Commission meeting date on which they will be considered. It is pertinent that the relevant sections of the zoning ordinance be reviewed for regulations and other information, which may be required for submittal depending on the type of application.

1. Project Name _____ Submittal Date _____
2. Owner _____ Telephone _____
Address _____
3. Applicant is (check one) Owner Agent Other _____
(If Applicant is not the owner, provide letter of Authorization from Owner)
4. Project Applicant / Contact Person _____
Phone # _____ Fax # _____
Address _____
Email Address _____
5. Is property to be subdivided within an existing subdivision? _____
If so, what is the existing subdivision name? _____
6. Location and legal description of property (by government lot, section, township, range and county)

7. Total acreage of property _____
8. Frontage width of parcel _____
9. Parcel Identification Number (PIN) _____
10. Existing Zoning of the property _____
11. Type of Parcel Commercial Multi-Family Industrial PUD Other
12. Current Zoning/Use

	<u>Zoning</u>	<u>Land Use</u>
North:	_____	_____
South:	_____	_____
East:	_____	_____
West:	_____	_____

CHECKLIST

- Plans and written submittals. The following is a description of the plans, documents and written submittals required for the various permits by this chapter. Applications shall be submitted on forms provided by the Village Clerk, along with applicable fees as per the fee schedule. All plans and documents must be 11 inches by 17 inches reproducible, except one set of originals at D-size scale. A description of the intended uses, described in reasonable detail, shall include the following:
 - a. Zoning. Existing zoning district(s) and proposed zoning district(s) (if different).
 - b. Land use plan designation. The designated type of use shown for the site on the Village Land Use Map.
 - c. Current land uses. Present land uses on the subject property.
 - d. Proposed land uses. Proposed land uses for the subject property.
 - e. Projected use. Projected number of residents, employees, and daily visitors.
 - f. Proposed development. The amount of dwelling units, floor area, impervious surface area, and landscape surface area, and resulting site density floor area ratio, impervious surface area ratio, and landscape surface area ratio.
 - g. Operations. The operational considerations relating to hours of operation, projected normal and peak water usage, sanitary sewer or septic loading, and traffic generation.
 - h. Building material. The exterior building and fencing material types and colors.
 - i. Expansion. Any possible future expansion and related implications.
 - j. Other information. Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties.

- Small location map. A map of the subject property showing all lands for which the use is proposed, and all other lands within 200 feet of the boundaries of the subject property. The location map shall clearly indicate the current zoning of the subject property and adjacent properties and show any other jurisdiction(s) that maintain control over the property. The location map shall be at a scale that is not less than one inch equals 800 feet, as well as a location map copy on a sheet no larger than 11 inches by 17 inches, showing the subject property and illustrating its relationship to the nearest street intersection.

- Scale Site Plan: A site plan of the subject property as proposed for development. A site plan shall be submitted at scale (and a reduction at 11" x 17") that includes:
 - a. A title block which indicates the name, address and phone/fax number(s) of the current property owner and/or agent(s) (developer, architect, engineer, planner) for project;
 - b. The date of the original plan and the latest date of revision to the plan;
 - c. A north arrow and a graphic scale. Said scale shall not be smaller than one inch equals one hundred (100) feet;
 - d. A legal description of the subject property;
 - e. All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled;
 - f. All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose;
 - g. All required building setback lines;
 - h. All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls;
 - i. The location and dimensions of all access points onto public streets;
 - j. The location and dimensions of all on-site parking (and off-site parking provision if they are to be employed), including a summary of the number and size of parking stalls provided versus the number required by this Ordinance;
 - k. The location and dimensions of all loading and service areas on the subject property and labels indicating the dimensions of such areas;

- l. The location of all outdoor storage areas and screening devices;
 - m. The location, type, height, size and lighting of all signage on the subject property;
 - n. The location, height, design/type, illumination power and orientation of exterior lighting on the subject property;
 - o. The location and type of any permanently protected green space areas;
 - p. The location of existing and proposed drainage facilities;
 - q. In the legend, data for the subject property: (Lot Area, Floor Area, Floor Area Ratio, Impervious Surface Area, Impervious Surface Ratio, and Building Height.)
- Detailed Landscape Plan: At the same scale as the site plan (and a reduction at 11" x 17"), showing the location of all required buffer yards and landscaped areas and existing and proposed landscape point fencing and berm options for meeting said requirements.
- a. The individual plant locations, species, and size shall be shown.
 - b. Screening such as: fencing types and berm heights shall be shown by size and height.
- Grading Plan: At the same scale as the site plan (and a reduction at 11" x 17") showing existing and proposed grades, including retaining walls and related devices and erosion control measures. It will include:
- a. Existing and proposed contours at a minimum of 2-foot contours;
 - b. Existing and proposed spot elevations at corners of structures and significant changes in grade;
 - c. Flow lines of all drainages.
- Elevation Drawings: Side views of proposed buildings, structures, or proposed remodeling of existing buildings showing finished exterior treatment shall also be submitted, with adequate labels provided to clearly depict exterior materials, texture, color and overall appearance. Perspective renderings of the proposed project and/or photo of similar structures may be submitted, but not in lieu of adequate drawing showing the actual intended appearance of the buildings.
- Erosion Control Plan: At the same scale as the site plan (and a reduction at 11" x 17") showing all erosion control measures:
- a. Location and description of soil types which have been rated severe for erosion limitations by the U.S. Soil Conservation Service;
 - b. Elevation and extent of all proposed grading;
 - c. Plans and specifications for erosion control devices, such as: retaining walls, cribbing, planting, anti-erosion devices, and other protective measures;
 - d. Drainage areas of the site, upstream and downstream culverts or other restrictions;
 - e. Plans (written or drawn) for removal, re-contouring, or other disposition of sediment basins or other temporary devices;
 - f. Plans prepared as per *Wisconsin Construction Site Best Management Practices Handbook*, prepared by the Wisconsin Department of Natural Resources.
- Storm Water Management: The storage and controlled release of excess storm water must be shown along with calculations indicating the development does not exceed the peak discharge of storm water runoff as occurring under the predevelopment existing conditions of the parcel, based upon a ten (10) year storm event. Where site detention is required for runoff control, the detention facilities shall safely pass the runoff of a one hundred (100) year storm through an emergency outlet.

Note: Applicant must be the landowner or his/her designee. Tenants, agents, designers, contractors, attorneys, etc. shall not sign application unless Power of Attorney is submitted with the application.

Printed Name of Applicant

Signature of Applicant

FOR OFFICE USE ONLY:

Application Received _____ Check # _____

Plan Commission:

Meeting Date _____ Recommendation: Approved / Denied

Village Board:

Meeting Date _____ Decision: Approved / Denied