



APPLICATION FOR MINOR SITE PLAN REVIEW
 Community and Economic Development Department
 100 N. Appleton St. PH: 920-832-6468
 Appleton, WI 54911 FAX: 920-832-5994

Stamp date received

PROPERTY OWNER		APPLICANT	
Name		Name	
Mailing Address		Mailing Address	
Phone	Fax	Phone	Fax
E-mail		E-mail	

PROPERTY INFORMATION	
Describe in Detail the Proposed Project:	
Property Tax # (31-0-0000-00)	
Site Address/Location	
Current Zoning:	Proposed Zoning:
Current Use of Property	Proposed Use of Property
Existing gross floor area of building:	Proposed gross floor area of building:
Existing building height:	Proposed building height:
Existing number of off-street parking spaces:	Proposed number of off-street parking spaces:
Existing impervious surface coverage percentage:	Proposed impervious surface coverage percentage:

I CERTIFY THE ATTACHED DRAWINGS ARE, TO THE BEST OF MY KNOWLEDGE, COMPLETE AND DRAWN IN ACCORDANCE WITH ALL CITY OF APPLETON CODES.

Date	Owner/Agent Signature

OFFICE USE ONLY	
MINOR SITE PLAN FEE _____	ACCOUNT # 15020.5002 RECEIPT # _____ DATE ____/____/____
DATE RECEIVED COMPLETE ____/____/____	BY _____ APPLICATION # _____
DISTRICT _____	ALDERPERSON _____ ALDERPERSON NOTIFIED ____/____/____
HISTORY _____	
EROSION CONTROL FEE ____	EC APPLICATION _____ EC PLAN _____ STORMWATER FORM _____
MINOR SITE PLAN IS _____	APPROVED _____ APPROVED WITH CONDITIONS _____ DENIED _____
COMMUNITY DEVELOPMENT APPROVAL _____	DATE ____/____/____
COMMENTS _____	

MINOR SITE PLAN REVIEW PROCEDURES

Minor Site Plan Review is an administrative process that takes between 9-15 days after a submittal deadline. The Site Plan Review process is required for all new buildings, and building additions or structures listed under Section 23-570(c)(2) of the Zoning Ordinance.

Early in the process, consult the Minor Site Plan Application Checklist (attached) for a complete list of plan requirements and contact the Planning staff in the Community and Economic Development Department for initial direction and assistance. In addition, it is your responsibility to notify utility companies regarding your proposed development.

A pre-submittal meeting with a Planner is required prior to submitting a Minor Site Plan for review. Scheduling this meeting at least several days before the Tuesday noon deadline is recommended.

The Community and Economic Development Department, the Alderperson of the district and other City departments will review the Minor Site Plan. The Site Plan Review Committee meets on a weekly basis and plans submitted by noon on Tuesday should be reviewed within 9-15 working days. The applicant will be notified as soon as possible of the need for additional information to make the Minor Site Plan complete and in compliance with City codes so approval of the plan can be issued.

Submit five (5) sets of plans, a digital copy of the plans in PDF or compatible format, and one of each application: Minor Site Plan, Erosion Control, and Stormwater Utility Service Application. Additionally, the fees listed below must be submitted to the Community and Economic Development Department as part of the submittal. The Minor Site Plan and Erosion Control fees must be separate checks. The Minor Site Plan Set shall include Site, Utility, Grading, Drainage, Erosion Control, Landscape, Architectural Elevations, and Photometric information. Two sets of Floor Plans are also required.

Minor Site Plan Fees

Parking lots less than 10,000 square feet . . . \$100.00

10,000+ square foot buildings or
20+ unit residential buildings \$200.00

All others \$150.00

Erosion Control Fees

2,000 sq. ft. - < 1 acre. \$100.00

1+ acre- 10 acres \$150.00

Over 10 acres \$200.00

When a revised Minor Site Plan is submitted for review, five (5) signed sets of plans, a digital copy of the plans in PDF or compatible format, and all other requested information shall be submitted. The Community and Economic Development Department will approve, approve with conditions, request additional information, or deny the plan. Upon Minor Site Plan approval, approved copies of the plan set and application are returned to the applicant, the property owner, the Building Inspector, the Erosion Control Inspector and also placed on file in the Community and Economic Development Department. Minor Site Plan approval is valid for one year. Please note Minor Site Plan approval does not constitute approval of a building permit, paving permit or any other required approvals such as a curb cut from the Department of Public Works or Stormwater Management Plans.

Site Plan Review Committee contacts:

Plan review coordination	Jeff Towne	jeff.towne@appleton.org	(920) 832-6476
Inspections review	Dan Meissner	dan.meissner@appleton.org	(920) 832-6418
Public Works review	Sue Olson	sue.olson@appleton.org	(920) 832-6474
Erosion Control review	John Peters	john.peters@appleton.org	(920) 832-5879
Fire Dept. review	Steve Patterson	steve.patterson@appleton.org	(920) 832-5816
Health review	Tim Mirkes	tim.mirkes@appleton.org	(920) 832-6429
Park & Rec. review	Mike Michlig	mike.michlig@appleton.org	(920) 832-5905
Police Dept. review	Sean Kuether	sean.kuether@appleton.org	(920) 832-5501
Water Division review	Erick Cardew	erick.cardew@appleton.org	(920) 832-5940
Municipal Services review	Todd Nett	todd.nett@appleton.org	(920) 832-5580
Traffic Division review	Eric Lom	eric.lom@appleton.org	(920) 832-3958

MINOR SITE PLAN CHECKLIST

This Minor Site Plan checklist has been prepared to provide the applicant with a clear understanding of what is needed to complete a Minor Site Plan Review. It is our hope that by providing a very detailed list of information to be shown on the Minor Site Plan Set and a specific format for its presentation, review time will be kept to a minimum and will prevent costly time delays caused by incomplete plans. Following the checklist carefully will ensure prompt review and approval at the earliest possible date.

APPLICATION FORM AND MINOR SITE PLAN SET

Application forms are available from the Community and Economic Development Department and should be filed 45 days prior to any request for permits. Those who may file are the property owner, a person having the lawful power of attorney, or a representative of the owner such as an architect, engineer, or other agent designated by the property owner. In no case will an application be accepted without an original signature of the property owner(s) or his/her agent. All blanks on the application must be filled in or an explanation given in a letter of intent.

When the applications (Minor Site Plan, Erosion Control and Stormwater Utility), Minor Site Plan set, documentation and other required information have been prepared, **please schedule an appointment with the Site Plan Coordinator for plan acceptance. DO NOT just drop off plans, as this will delay acceptance.** Plans will not be accepted for processing until staff has completed an initial review. An incomplete application or a Minor Site Plan set lacking complete information will not be accepted.

A COMPLETE APPLICATION INCLUDES:

- Completed Minor Site Plan Application and fee - check made payable to "City of Appleton"
- Completed Erosion Control Permit Application and fee (if over 2,000 sq. ft. of disturbance) - check made payable to "City of Appleton"
- A completed Stormwater Utility Service Application – This information is used for the quarterly storm sewer billing. Fill out this application accordingly.
- Calculations for sanitary sewer and water, if required.
- Calculations for storm sewer design, if required.
- **5 Minor Site Plan Sets including:**
 - Sheet 1 - Minor Site Plan Layout
 - Sheet 2 - Utilities, Grading & Drainage Plan, if required
 - Sheet 3 - Erosion Control Plan
 - Any other plans (Architectural Elevations, Photometric Plans, Noise Evaluation, Floor Plans) or information deemed necessary by the Director of Community Development
- **A digital copy of the Site Plan Set in PDF or compatible format by electronic mail or on compact disc.**

Submit the completed application to:

City of Appleton Community and Economic Development Department
100 North Appleton Street, Appleton, WI 54911

Please call (920) 832-6468 to schedule an appointment for a Pre-Submittal Review meeting.

MINOR SITE PLAN PREPARATION AND PRESUBMITTAL MEETING CHECKLIST

Date _____ Name of Site Plan _____

Applicant _____ Phone _____

Reviewer _____

Note: This document is used to assure a complete submittal has been prepared. This is not inclusive of all requirements needed to obtain Minor Site Plan approval. Substantial changes to the Minor Site Plan could affect other requirements. If the project requires a Building Permit, that approval shall be sought through the Building Inspections Division. Minor Site Plan approval does not negate the Building Code requirements. Amendments to the Minor Site Plan may be required to fulfill other Code requirements.



Shown on plans



Not shown on plans



Appears is not applicable



Cannot determine if needed

A Site Plan Set consists of the following information:

_____ 5 complete sets, folded and drawn to scale on numbered sheets of a uniform size. Recommended sheet size is 11" x 17". A previously approved site plan may be used and submitted.

_____ One digital copy of the Site Plan Set in PDF or compatible format by electronic mail or on compact disc.

All minor site plans should include:

Sheet 1. Title, Site Plan Layout & Streets Sheet

_____ a) Name of project, address, legal description of property, tax key number of each lot, description of proposed use and both existing and proposed zoning descriptions

_____ b) Name, address and phone number of the record property owner and site plan preparer (include fax number if available)

_____ c) North arrow, date of preparation, revision dates and scale

_____ d) Name(s) of adjacent or surrounding streets

_____ e) Recorded property lines and their dimensions

_____ f) Total land area in the development

_____ g) Existing and proposed buildings and structures accessory to the principal use, including:

____ Use of each structure

____ Dimensions

____ Identification of the class of construction (per State Building Code)

____ Location on the parcel

_____ h) Dimensions of existing and proposed yard setbacks of the buildings and structures

- _____ i) Dimensions of existing and proposed parking, loading and unloading areas, and sidewalks. Identify proposed and existing surface materials. *(See Section 23-172 of the Zoning Ordinance for Off-street parking and loading standards)*
- _____ j) Buildings that will be removed
- _____ k) Calculations for parking and loading requirements per §23-172(n), Off-street loading requirements
- _____ l) Existing and proposed driveways and parking lots including:
 - ___ Pavement markings to show traffic flow
 - ___ Parking stall sizes and layout
 - ___ Handicap stalls and ramps
 - ___ Loading zones
 - ___ Driveways widths and radii or flares on driveway aprons to public streets
- _____ m) Statement “Curb cut will be closed per City of Appleton standards” noted on the site plan if existing curb cuts are to be abandoned
- _____ n) Proposed sidewalks with grade elevations and handicap access at driveways
- _____ o) Location of snow storage areas located outside of setbacks, in required parking areas, landscaped areas and vision clearance triangles
- _____ p) Location and extent of all existing and proposed outdoor storage and outdoor display *(See Section 23-46 of the Zoning Ordinance for Outdoor storage and display standards)*
- _____ q) Show the location and detail of refuse containers and their enclosures *(See Section 23-47 of the Zoning Ordinance for Refuse container and dumpster enclosure standards)*
- _____ r) Location of all mechanical equipment and the type of screening provided
- _____ s) Fences or retaining walls, including:
 - ___ Locations
 - ___ Heights
 - ___ Elevations
 - ___ Materials
- _____ t) Location of on-site fire hydrants
- _____ u) Calculations for lot coverage percentage of impervious surface areas
- _____ v) Identification of the size of basement/below grade space or mark “no below grade space” on the site plan
- _____ w) 100-year flood plain, including
 - ___ Flood fringe
 - ___ Floodway
 - ___ Flood storage areas
- _____ x) Identification of streams, wetlands, channels, ditches and other watercourses on the site and on adjacent properties
- _____ y) Existing and proposed landscaping. Identify size and variety of existing and proposed landscaping including the preservation of existing trees on site. *(See Section 23-601 of the Zoning Ordinance for Landscaping and Screening Standards)*

- _____ z) The type of all surfaces, including
 - ___ Seeded grass
 - ___ Sod
 - ___ Type of mulch in planting beds
 - ___ Pavers
 - ___ Concrete and asphalt, including pavement thickness

- _____ aa) List of the types of roof, wall and all trim materials, colors and textures. Submit color samples and building material samples.

- _____ bb) Identification of all exterior lighting fixtures, either mounted on the building or freestanding light along with dispersion pattern, intensity of light and cut-off shielding that reflects light downward and in which the light source is not visible from adjacent properties. *(See Section 23-53 of the Zoning Ordinance for Outdoor lighting standards)*

Sheet 2. Utilities, Grading & Drainage Plan

- _____ a) Public right-of-way abutting a site plan project including accurate locations for existing and proposed facilities such as:
 - ___ Streets
 - ___ Curbs
 - ___ Sidewalks
 - ___ Sidewalk planters
 - ___ Street trees
 - ___ Utility poles
 - ___ Traffic signs and signals
 - ___ Median islands
 - ___ Project driveways
 - ___ Driveways on opposite street frontages
 - ___ Bus stops
 - ___ Other improvements

Elevations of sidewalks at property lines and elevations to indicate handicap accessibility shall be identified. The statement "Any existing sidewalk damaged during construction will be replaced as a part of this project" shall be noted on the site plan.

- _____ b) Identification of all existing and proposed overhead and underground private utility lines.

- _____ c) Calculations of drainage area for each catch basin. Indicate the size and slope of utility lines that will be tapped into in the adjacent streets.

- _____ d) Existing and proposed public and private easements for:
 - ___ Utility
 - ___ Drainage
 - ___ Sewer
 - ___ Parking
 - ___ Access and other purposes
 - ___ All easements on surrounding properties benefiting the subject property
 If existing utilities are to be abandoned, clearly state the method of abandonment.

- _____ e) Existing and proposed sanitary sewer mains and laterals including:
 - ___ Method of connection to public main
 - ___ Easements
 - ___ Size
 - ___ Materials
 - ___ Slope

- Manholes
- Rim elevation
- Invert elevations
- Clean outs
- Plumbing code calculations
- Number of drainage fixture units and public mains for connection

f) Identification of all existing and proposed water mains and laterals, including:

- Easements
- Size
- Depth
- Materials
- Tracing wires
- Hydrants
- Method of connection valves
- Meters
- Plumbing code calculations
- Number of water supply fixture units
- Public mains for connection

g) Identification of all existing and proposed storm sewer mains and laterals, including:

- Method of connection to public main
- Easements
- Size
- Materials
- Slope
- Manholes
- Inlets
- Catch basins
- Yard drains
- Rim elevations
- Invert elevations
- Area map for drainage to each catch basin
- Square feet draining to each catch basin
- Plumbing code calculations
- Roof drain discharges and/or connections
- Square feet of roof area
- Public systems for connection

h) Identification of all existing and proposed surface run-off features, including:

- Easements
- Swales
- Open channels
- Type of surface
- Rip rap
- Flow path of runoff from upstream areas
- Flow path for runoff leaving the site including the public system adjacent to or for connection

i) Identification of existing topography (by dashed lines) at one foot intervals and proposed grade elevations per City elevations (City datum) using contour lines and spot elevations and drainage flow arrows as needed to define drainage patterns for:

- Buildings
- Parking lots
- Catch basin inlets
- Rim and invert elevations

- ___ Drives
- ___ Surrounding open areas
- ___ All property within 50 feet

_____ j) List of all existing and proposed grades for first floor elevations

Sheet 3. Erosion Control Plan (if 2000 square feet or more of disturbance)

Provide all erosion control information as required in Chapter 24 of the Appleton Municipal Code.

1. Erosion Control Application

Shown	Shown But Incomplete	Not Shown	N/A	Required Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fee (disturbed < 1 ac - \$100, 1 to <10 ac- \$500, >10 ac - \$200)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name, address, and signature of Owner or developer of site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name, address, and signature of applicant (if other than owner).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name and address of consulting professional and firm.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Start and end date for construction.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of construction activity.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Total area of site and estimated area of disturbance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Contractor (if known).

2. Erosion Control Plan

a. Plan Statement and Narrative Portion of Plan as Required in Code Sec. 24-35 (a)(4)c-i, 24-35 (a)(6), and 24-35(b).

Shown	Shown But Incomplete	Not Shown	N/A	Required Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Intended sequence of major land disturbing activities with anticipated dates (e.g., clearing, grubbing, excavating, grading, utility street installation, stabilization, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Estimate, including calculations, of pre and post runoff coefficients of site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of existing surface and subsurface soils (USDA – NRCS Soil Survey).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Depth to groundwater (USDA – NRCS Soil Survey).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Limits of land disturbance shown on USGS 7.5 minute series topographic map (only for sites 10 or more acres in size).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of immediate receiving water from 7.5 minute series USGS topographic map.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of practices used to divert flow away from exposed soils or limit runoff volume from site including schedule of implementation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of all practices used to control erosion or trap sediment, including anticipated implementation schedule (tracking pads, inlet protection, ditch checks (check proper separation distance considering slope, soil type and flow velocity), channel stabilization, clean water diversions, overland flow BMPs, sediment traps/basins, stockpile management, permanent stabilization, waste management, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>ALL</u> supporting calculations for structural BMPs to demonstrate that BMP designs meet standards. Include calculated dewatering times for sediment basins, etc.

Shown	Shown But Incomplete	Not Shown	N/A	Required Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Calculations showing 80% sediment reduction (required as soon as DNR offers and approves soil loss model for construction sites. In the interim, designing and installing practices per DNR technical standards is deemed as meeting the 80% reduction).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site dewatering provisions (correct dewatering BMPs).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provisions for cleaning up off-site sediment deposits and list how often.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provisions to minimize airborne dust leaving site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provisions for disposal of construction and waste materials.

b. Site Map/Plan View Portion of Plan as Required in Code Sec. 24-35 (a)(5 and 7)

Shown	Shown But Incomplete	Not Shown	N/A	Required Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scaled at 100 feet per inch or less and contour interval at two feet or less.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing topography, vegetation, drainage systems, and surface waters on and adjacent to the site (show enough of adjacent properties to show runoff patterns onto, through, and from the site).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locations and delineation of on-site and potentially impacted adjacent wetlands.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and planned buildings, roads, and all utilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100 year floodplain, flood fringe, floodways, and flood storage is identified.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of soil types (USDA – NRCS Soil Survey).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boundary of the project site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boundary of the disturbed area (phasing boundaries shown if applicable).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and planned locations where storm water is discharged from site (surface and subsurface).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stone tracking pads at all egress driveways.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Perimeter control measures (silt fencing, earthen berms, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storm drain inlet protection (on-site and off-site if needed).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ditch checks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stockpile locations and control measures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clean water diversions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sediment traps or sediment basins.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Velocity dissipation at outfalls.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stabilization of steep slopes (erosion mat needed?).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stabilization of drainage ways (erosion mat needed?).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detail sheets of <u>all</u> BMP's as applicable (inlet protection, tracking pad, perimeter control, sediment basins or traps with all design parameters shown, ditch checks, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Temporary and permanent soil stabilization practices (seed, mulch, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof water downspout protection.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Planned final site conditions, including landscaping.

c. Stormwater Management Plan (Post Construction) as Required in Code Sec. 24-30 (i)

Completed	Incomplete	N/A	Required Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submit a Long-Term Stormwater Management Acknowledgement form signed by the owner of the site. This is only required for disturbed sites less than one acre. This form simply acknowledges that the owner is aware of the stormwater requirements for the site per Wis. Adm. Code NR 216. Sites of one or more acres are subject to the Stormwater Management Standards and Planning Ordinance requirements in Article VI of Chapter 20 of the City of Appleton Municipal Code.

The Community and Economic Development Director may require additional information or may waive submission requirements as deemed necessary at the pre-submittal conference for thorough and efficient review.

Other Comments:
