



APPLICATION FOR 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 the Proposed Project in Detail:	
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.

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Date Owner/Agent Signature

OFFICE USE ONLY	
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 _____
SITE PLAN IS _____	APPROVED _____ APPROVED WITH CONDITIONS _____ DENIED _____
COMMUNITY DEVELOPMENT APPROVAL _____	DATE ____/____/____
COMMENTS _____	

SITE PLAN REVIEW PROCEDURES

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 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 presubmittal meeting with a Planner is required prior to submitting a 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 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 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: 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 Site Plan and Erosion Control fees must be separate checks. The 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.

<u>Site Plan Fees</u>	<u>Erosion Control Fees</u>
Parking lots less than 10,000 square feet \$100.00	2,000 sq. ft. - < 1 acre. \$100.00
10,000+ square foot buildings or 20+ unit residential buildings \$200.00	1+ acre- <10 acres \$150.00
All others \$150.00	Over 10 acres \$200.00

When a revised Site Plan is submitted for review, five (5) stamped, signed and dated 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 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. Site Plan approval is valid for one year. Please note 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

SITE PLAN CHECKLIST

This Site Plan checklist has been prepared to provide the applicant with a clear understanding of what is needed to complete a Site Plan Review. It is our hope that by providing a very detailed list of information to be shown on the 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. Your courtesy in following the checklist carefully will ensure prompt review and approval at the earliest possible date.

APPLICATION FORM AND SITE PLAN SET

Application forms are available from the Community and Economic Development Department and online and should be filed 45 days prior to a 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 (Site Plan, Erosion Control, and Stormwater Utility), 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 Site Plan set lacking complete information will not be accepted.

A COMPLETE APPLICATION INCLUDES:

- Completed 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"
- Completed Stormwater Utility Service application – This information is used for the quarterly storm sewer billing. Fill out this application accordingly.
- Completed Construction Site Stormwater Management form
- Calculations for sanitary sewer and water
- Calculations for storm sewer design
- **5 Site Plan Sets to include:**
 - Sheet 1 - Title Sheet, Site Plan Layout & Streets
 - Sheet 2 - Utilities, Grading & Drainage Plan
 - Sheet 3 - Erosion Control Plan (if 1+ acre of disturbance)
 - Sheet 4 - Landscape & Lighting Plan
 - Sheet 5 - Architectural Elevations & Construction Details
 - Two Floor Plan Sets
 - Any other 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 applications 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.

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 Site Plan approval. Substantial changes to the Site Plan could affect other requirements. If a building permit is required, it can be applied for through the Inspections Division in the Department of Public Works. Site Plan approval does not negate the Building Code requirements. Amendments to the 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 Site Plan Sets to include:**
 - Sheet 1 - Title Sheet, Site Plan Layout & Streets
 - Sheet 2 - Utilities, Grading & Drainage Plan
 - Sheet 3 - Erosion Control Plan (if 2,000 square feet or more of disturbance)
 - Sheet 4 - Landscape & Lighting Plan
 - Sheet 5 - Architectural Elevations & Construction Details
 - Two Floor Plan Sets
 - Any other plans or information deemed necessary by the Director of Community and Economic Development
- **A digital copy of the Site Plan Set in PDF or compatible format by electronic mail or on compact disc.**

All 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) Location map
- _____ c) Name, address and phone number of the record property owner and site plan preparer (include fax number if available)
- _____ d) Signature of the surveyor, engineer or architect responsible for site plan preparation along with the revision date(s)
- _____ e) North arrow, date of preparation and scale
- _____ f) Name(s) of adjacent or surrounding streets
- _____ g) Recorded property lines and their dimensions
- _____ h) Total land area in the development including the percentage of lot coverage for all impervious surface areas

- _____ i) Location and architectural features of all existing and proposed structures including:
 - ___ Occupancy classification of each structure as identified in the State Building Code
 - ___ Dimensions
 - ___ Number of stories

- _____ j) Types of products that will be manufactured, sold and/or stored on site

- _____ k) All types of hazardous materials to be stored on site. If none, state "No hazardous materials will be stored on site".

- _____ l) Identification of food and/or beverage sales, a public swimming pool or whirlpool, or overnight lodging on the site.

- _____ m) Buildings that will be removed

- _____ n) Calculations for parking and loading requirements that must identify:
 - ___ All existing uses on the property
 - ___ Number of existing, proposed and future employees based on a five-year projection
 - ___ Gross floor area and useable floor area for existing buildings
 - ___ Expanded and proposed buildings
 - ___ Calculation of required handicapped accessible parking spacesAny joint use of parking must be approved, in writing, by the Community Development Director, signed by both parties involved and attached and recorded in the Register of Deeds Office.

- _____ o) Barriers, curbing or wheel stops locations

- _____ p) 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
 - ___ Driveway widths and radii or flares on driveway aprons to public streets.
 - ___ Proposed and existing stop signs at all private driveway exits onto public roadways.If stop signs are required, add a note on the site plan identifying: "Stop signs shall be installed and maintained in accordance with the Federal Highway Administration Manual of Uniform Traffic Control Devices, latest version."

- _____ q) Statement "Curb cut will be closed per City of Appleton standards" noted on the site plan if existing curb cuts are to be abandoned.

- _____ r) Drive-through uses, showing vehicle stacking spaces and pedestrian access to entry doors that do not cross drive-through lanes. (*See Section 23-49 of the Zoning Ordinance for Drive through facility standards*)

- _____ s) Recycling calculations and locations according to the State Building Code.

- _____ t) Location of existing and proposed sidewalks with grade elevations and handicap access at driveways

- _____ u) Location of snow storage areas located outside of setbacks, in required parking areas and vision clearance triangles

- _____ v) Dimensions of all required yard setbacks for buildings and off-street parking (any variances approved by the Board of Appeals attached)

- _____ w) 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*)

- _____ x) Location and detail of:
 - ___ Refuse containers and their enclosures
 - ___ Sidewalks, other pedestrian-type walkways
 - ___ Bicycle storage racks
 - ___ Traffic control dividers
 - ___ Tree islands and other similar improvements

- _____ y) Location of all mechanical equipment and the type of screening provided
- _____ z) Location of existing and proposed signage including:
 - ___ Sign elevation showing the height of sign to grade
 - ___ Height and face dimensions
 - ___ Colors
 - ___ Typeset
 - ___ Materials
 - ___ Lighting
 - ___ Orientation of signage
- _____ aa) All fences and/or retaining walls including:
 - ___ Location
 - ___ Height
 - ___ Elevations
 - ___ Materials
- _____ bb) Location, size and use of any buildings, driveways and public rights-of-ways within 50 feet of property lines and driveways, including those located across the street
- _____ cc) Types of fire protection/detection systems that will be used
- _____ dd) Location of on-site fire hydrants, Fire Department hose connections, and the respective flow calculations to meet the International Fire Code for installed fire protection systems
- _____ ee) Statement "A Knox Box will be provided at the front entrance"
- _____ ff) Location and presence of all fire related wall assemblies
- _____ gg) Class of construction in accordance with State Building Code
- _____ hh) Streams, wetlands, channels, ditches and other watercourses on the site and adjacent properties
- _____ ii) 100-year floodplain, including
 - ___ Flood fringe
 - ___ Floodway
 - ___ Flood storage areas
- _____ jj) Predominate soil types
- _____ kk) Open space that will remain undisturbed and undeveloped
- _____ ii) Multi-family residential projects shall include additional information including:
 - ___ Total acres of subject property
 - ___ Total number of dwelling units and density per acre
 - ___ Percentage of proposed site coverage for buildings and hard-surfaced areas as opposed to green space and landscaping.

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) All existing and proposed underground and overhead utilities and easements including:
 - Location
 - Size and material designations
 - Slopes
 - Sanitary sewer (manholes, laterals and clean outs)
 - Storm sewer (manholes, laterals and catch basins)
 - Water (laterals, fire lines, valves and meters)
 - Fire hydrants
 - Gas, telephone, cable and electric 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 street.

- _____ 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 propertyIf existing utilities are to be abandoned, clearly state the method of abandonment.

- _____ e) Provider of sanitary and water if not provided by the City of Appleton and written documentation of approval from said provider.

- _____ f) Existing and proposed sanitary sewer mains and laterals, including:
 - Methods of connection to public mains
 - Easements
 - Size
 - Materials
 - Slope
 - Manholes
 - Rim elevation
 - Invert elevations
 - Clean outs
 - Plumbing code calculations
 - Number of drainage fixture units
 - Public mains for connection

- _____ g) 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

- _____ h) Existing and proposed storm sewer mains and laterals, including:
 - Method of connection to the 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

_____ i) Identify all existing and proposed surface run-off features, including:

- Easements
- Swales
- Open channels
- Type of surface
- Rip rap
- Flowpath of runoff from upstream areas
- Flowpath for run-off leaving the site
- Public system adjacent to or for connection

_____ j) Identify 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

_____ k) Existing and proposed grades for:

- First floor elevations
- Catch basin inlet rim and invert elevations

_____ l) Details of all existing and proposed:

- Retaining walls
- Swales
- Inlets

_____ m) Cross-sections for all pavement including:

- Depth of base gravel base
- Thickness of hard-surfaced pavement (concrete or asphalt compacted)

Sheet 3. Erosion Control Plan (if 2,000 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 - \$150, >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"/>	Descriptions of temporary and permanent <i>soil stabilization</i> practices. Include anticipated schedule for implementation (e.g., phasing of construction, temporary stabilization (seed, mulch, etc.), stockpile management, final stabilization, erosion matting, etc).

Shown	Shown But Incomplete	Not Shown	N/A	Required Item
<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.
<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.

b. 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.

Sheet 4. Landscape & Lighting Plan

(See Section 23-601 of the Zoning Code for Landscaping and screening standards and Section 23-172(h), (i) and Table 2 Parking Lot Buffering Requirements)

- _____ a) Location of 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)
- _____ b) Location of all trees over six inches in diameter and indication of whether they will remain, be relocated or be removed. Identification of any other significant vegetation that is to remain and the means of protection during construction should be noted.
- _____ c) Location, size, species and variety of proposed trees, shrubs, ground cover and other landscape features that will be used to control erosion or screen parking, truck loading, refuse disposal and outdoor storage from adjacent residential districts and the public right-of-way.
- _____ d) Identification of the finished height and width of landscape elements. A planting schedule that includes a key abbreviation, graphic symbol of vegetation, botanical name of plants, common name of plants, quantity of plants, size of plant at planting and size of plant at maturity should be included. (see example below)

LANDSCAPE SCHEDULE						
Key	Symbol	Botanical Name	Common Name	Quantity	Size @ Planting	Size @ Maturity
AR		<i>Acer rubrum</i>	Red Maple	5	2 1/2" diam.	35'
EA		<i>Euonymus alatus</i>	Burning Bush	20	24" B&B	5'
TA		<i>Pinus strobus</i>	White Pine	50	2 1/2" diam.	50'

- _____ e) Identification of type of temporary and finishing materials including:
 - ___ Seeded grass
 - ___ Sod
 - ___ Type of mulch in planting beds
 - ___ Pavers
 - ___ Concrete and asphalt

Sheet 5. Architectural & Construction Plans

- _____ a) Dimensioned elevations of all exterior walls (photographs may be substituted for existing elevations to remain unchanged).
- _____ b) Identification of the size of basement/below grade space or clearly mark "not below grade space" on the site plan
- _____ c) A list of the type of roof, wall and all trim materials, colors and textures. Color samples and building material samples should also be submitted.

_____ d) Changes or additions to existing buildings or materials clearly identified.

Sheet 6. Floor Plans (2 sets)

_____ a) Provide standard floor plans of all floors including the basement.

Additional Information (when applicable)

_____ a) Approval from other jurisdictions or agencies.

_____ b) Written easement agreements (i.e. utility, ingress/egress, drainage...)

_____ c) Plan Commission, Common Council and/or Zoning Board of Appeals approval completed.

_____ d) Stormwater Pre-Submittal Meeting completed

_____ e) Lot combination requested.

_____ f) No reuse of plans note.

_____ g) No lack of accuracy note.

The Community and Economic Development Director may require additional information or may waive submission requirements as deemed necessary for thorough and efficient review.

Other Comments:
