



APPLICATION FOR MINOR SITE PLAN REVIEW
[Pursuant to Sections 23-570(c)(1) c. Construction, reconstruction, rehabilitation & expansion of off-street parking lots and loading areas, less than 20 spaces]
 Community Development Department
 100 N. Appleton St. PH: 920-832-6468
 Appleton, WI 54911 FAX: 920-832-5994



Stamp date

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

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

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	
MINOR SITE PLAN FEE: \$300.00	ACCOUNT #PWZNG RECEIPT # _____ DATE ____/____/____
DATE RECEIVED COMPLETE ____/____/____	BY _____ APPLICATION # _____
DISTRICT _____ ALDERPERSON _____	ALDERPERSON NOTIFIED ____/____/____
HISTORY _____	STORMWATER FORM SUBMITTED _____
MINOR SITE PLAN IS: ____ APPROVED ____ APPROVED WITH CONDITIONS ____ DENIED	
COMMUNITY DEVELOPMENT APPROVAL BY _____	DATE ____/____/____
COMMENTS _____	

MINOR SITE PLAN REVIEW PROCEDURES

Construction, reconstruction, rehabilitation and/or expansion of off-street parking lots and loading areas, less than 20 spaces

Minor or Site Plan Review Requirements DO NOT Apply to the Following:

The Minor or Site Plan Review process is **NOT required** for the following off-street parking lot paving projects pursuant to Section 23-570(b)(2)a. and b. of the Zoning Ordinance:

- a. Maintenance, overlay and resurfacing of an existing off-street parking lot and loading area, the maintenance, overlay or resurfacing activity is still subject to all applicable provisions of this chapter.
- b. Off-street parking lot and loading area maintenance (patching). Fifteen percent (15%) or less than the total square foot area of an existing off-street parking lot and/or loading area is allowed to be patched per calendar year without submittal of a minor site plan or site plan.
 - ***Off-street parking lot and loading area maintenance*** means removal and replacement of existing curbing or wheel stops located in existing off-street parking lots or loading areas. Line re-striping, crack sealing, seal coating existing off-street parking lots or loading areas, including patching which means removal and replacement of fifteen percent (15%) or less than the total square foot area of the existing surface and base course with a new surface and base course.
 - ***Off-street parking lot and loading area overlay*** means adding a new layer of surface course over the existing surface course with no expansion of the off-street parking lot and/or loading area.
 - ***Off-street parking lot and loading area resurfacing*** means removing a portion of the surface course but leaving at least one inch thickness of undisturbed surface course in place and adding a new layer of surface course over the undisturbed surface course with no expansion of the off-street parking lot and/or loading area.

*****Contact the Inspection Division at (920) 832-6411 to discuss the procedure for applying for and receiving a paving permit.***

Minor Site Plan Review Requirements DO APPLY to the Following:

Minor Site Plan Review is an administrative process that takes between 9-15 days after a submittal deadline. The Minor Site Plan Review process ***IS required*** for the following off-street parking lot paving projects pursuant to Section 23-570(c)(1)c. of the Zoning Ordinance:

Section 23-570(c)(1)c. Construction, reconstruction, rehabilitation and expansion of off-street parking lots and loading areas that consist of less than twenty (20) parking spaces or loading spaces.

- ***Off-street parking lot and loading area construction*** means soil, gravel or bedrock being excavated or modified to allow for the construction of an off-street parking lot and loading area, or the expansion of an existing off-street parking lot and/or loading area.
- ***Off-street parking lot and loading area reconstruction*** means the existing surface course and base course are removed to allow for the installation, grading and compaction of a new base and surface course with no expansion of the off-street parking lot and/or loading area, including patching which means removal and replacement of greater than fifteen percent (15%) of the total square foot area of the existing surface and base course with a new surface and base course with no expansion of the off-street parking lot and/or loading area.
- ***Off-street parking lot and loading area rehabilitation*** means the following:
 - (a) The existing surface course is removed above the existing base course and repaved with a new surface course, including the addition of base course to existing base course, the re-grading and/or compaction of the base course with no expansion of the off-street parking lot and/or loading area; and
 - (b) The existing surface course is pulverized, graded and/or compacted on site with a new surface course being added on top of the base course with no expansion of the off-street parking lot and/or loading area.

- **Expansion** means an increase in gross floor area, gross square foot area, height, lot coverage, building coverage, length, or width of an existing building, structure, off-street parking lot, off-street loading area or use.

***Review nonconforming parking lots or loading area standards in Section 23-42, if applicable.**

Definition Terms:

- **Base course** means the horizontal layer of stone aggregate or other compacted material underneath the surface course.
- **Maximum extent practicable** means no feasible or practical alternative exists on the site, as determined by the Community Development Director, and all possible efforts to comply with the standards of this chapter and minimize potential visual, heat, glare, harmful or adverse impacts have been undertaken by the property owner and/or applicant.
- **Surface course** means the horizontal layer of hard surface material such as asphalt, concrete, brick, pervious pavers, or similar material, which supports the traffic load.
- **Impervious surface** means an area that releases, as runoff, all or a large portion of the precipitation that falls on it, except for frozen soil. Rooftops, sidewalks, driveways, parking lots, and streets are examples of surfaces that are typically impervious.
- **Impervious surface ratio** means the measure of intensity of land use, determined by dividing the total of all impervious surfaces on a site by the gross area of the site.

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 construction, reconstruction, rehabilitation and/or expansion of off-street parking lots and loading areas, less than 20 spaces listed under Section 23-570(c)(1) c. 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 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 recommended prior to submitting a Site Plan for review. Scheduling this meeting at least several days before the Tuesday deadline is recommended.

The Community 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 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 two (2) sets of plans, a digital copy of the plans in PDF and one of each application/form: Site Plan and Stormwater Utility Service Application. Additionally, the Minor Site Plan review fee listed below must be submitted to the Community Development Department as part of the submittal. Check should be made payable to: "City of Appleton".

Minor Site Plan Fee: \$300.00

Minor 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, Erosion Control Plans or Stormwater Management Plans. DSPS Plumbing plan review may be required depending upon size of drainage area and infiltration to ground water. Non-infiltration systems can be reviewed by the City of Appleton as an Agent Municipality.

Minor Site Plan Review Committee contacts:

Planning review	Colin Kafka	colin.kafka@appletonwi.gov	(920) 832-6476
Inspections review (Plumbing)	Matt Drews	matthew.drews@appletonwi.gov	(920) 832-6419
Inspections review (Building)	Dan Meissner	daniel.meissner@appletonwi.gov	(920) 832-6418
Public Works review	Sue Olson	sue.olson@appletonwi.gov	(920) 832-6474
Fire Dept. review	Derek Henson	derek.henson@appletonwi.gov	(920) 832-3934
Water Division review	Erick Cardew	erick.cardew@appletonwi.gov	(920) 832-5940
Municipal Services review	Todd Nett	todd.nett@appletonwi.gov	(920) 832-5580
Traffic Division review	Eric Lom	eric.lom@appletonwi.gov	(920) 832-3958

NOTE: Erosion Control and Stormwater Management Plan and Permit

- The erosion control and stormwater permit process are separate from the minor site plan review process.
- Contact Sue Olson at sue.olson@appletonwi.gov or (920) 832-6474 to discuss whether or not your project requires a stormwater management plan and permit.
- Contact Dan Faust at dan.faust@appletonwi.gov or (920) 832-5879 to discuss whether or not your project requires an erosion control plan and permit.

MINOR SITE PLAN CHECKLIST

Construction, reconstruction, rehabilitation and/or expansion of off-street parking lots and loading areas, less than 20 spaces

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. Your courtesy in 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 Development Department 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, Minor Site Plan set, documentation and other required information have been prepared, please submit to the Department of Community Development. Plans will be accepted for processing after staff has completed an initial review and has determined the submittal is complete. 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 Stormwater Utility Service application – This information is used for the quarterly storm sewer billing
- Calculations for storm sewer design, if required
- **Two (2) Minor Site Plan Sets to include:**
 - Site Plan Layout and location map
 - Utilities, Grading/Spot Grades & Drainage Plan
 - Landscape Plan, if applicable
 - Lighting Plan, if applicable
 - Any other plans or information deemed necessary by the Director of Community Development
- **A digital copy of the Minor Site Plan Set in PDF format**

*** Please note: Existing Site Plans on file with the City could potentially be used/revised for parking lot construction, reconstruction, rehabilitation and expansion projects. Please contact Planning Staff to discuss.**

Submit the completed applications to:

City of Appleton
Community Development Department
100 N. Appleton Street
Appleton, WI 54911

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

MINOR SITE PLAN PREPARATION AND PRESUBMITTAL MEETING CHECKLIST
Construction, reconstruction, rehabilitation and/or expansion of off-street parking lots and loading areas, less than 20 spaces

Date _____ Name of Minor 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 a paving permit is required, it can be applied for through the 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 Minor Site Plan Set consists of the following information:

- Completed Minor Site Plan application and fee - check made payable to "City of Appleton"
- Completed Stormwater Utility Service application – This information is used for the quarterly storm sewer billing
- Calculations for storm sewer design, if required
- **Two (2) Minor Site Plan Sets to include:**
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 - Landscape Plan, if applicable
 - Lighting Plan, if applicable
 - Any other plans or information deemed necessary by the Director of Community Development
- **A digital copy of the Minor Site Plan Set in PDF format**

All plans shall be drawn to an engineering scale no smaller the 1"= 40' and shall include the following information:

*** Please note: Existing Site Plans on file with the City could potentially be used/revised for parking lot construction, reconstruction, rehabilitation and expansion projects.**

Site Plan Layout

_____ a) General Information:

_____ Name of project and site address

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

_____ Signature or identification of the surveyor, engineer, architect or individual responsible for site plan preparation along with the revision date(s)

_____ North arrow, date of preparation and scale

_____ Name(s) of adjacent or surrounding streets

_____ Benchmarks and Datum

_____ b) EXISTING Site Plan/Parking Lot Layout showing:

_____ Identify limits of existing pavement

- Parking lot configuration - pavement markings, parking stall dimensions, drive aisle widths and handicapped accessible stalls
- Location of all existing buildings/structures on the site
- Location of existing fences with height, style and material identified
- Location of exterior lighting fixtures, either mounted on the building or freestanding parking lighting
- Setback dimensions from edge of pavement to all lot lines
- Identify location of existing parking lot perimeter landscape buffers, interior parking lot landscape islands with existing trees, shrubs and grass identified
- Identify existing pavement type (concrete, asphalt or another permeable hard surface)

c) PROPOSED Site Plan/Parking Lot Layout showing:

- Identify any changes to parking lot configuration. Identify pavement markings, parking stall dimensions, drive aisle widths and handicapped accessible stalls
- Location of proposed fences with height, style and material identified
- Location of proposed parking lot perimeter landscape buffers, interior parking lot landscape islands with proposed type and size of trees and shrubs identified as well as grass areas, if applicable. (See Section 23-172 (f) and (g) of the Zoning Ordinance for parking lot landscaping standards)
- Location of any new exterior lighting fixtures, either mounted on the building or freestanding parking lighting 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)
- Proposed pavement type (concrete, asphalt or another permeable hard surface)
- Provide cross-section for pavement and identify depth of base course and thickness of surface course

d) Calculations for parking requirements that must identify

- Calculation of required parking spaces, per current Appleton Zoning Ordinance
- Calculation of required handicapped accessible parking spaces, per State of Wisconsin Building Code

e) Location of snow storage areas

Note: Snow storage shall be located outside of landscape area, required parking stalls needed to satisfy minimum number of parking stalls for the use of the site and vision clearance triangles at street intersections.

f) Calculations of impervious and pervious surface

g) Identify all existing and proposed private and public easements (utilities, drainage, parking, access, sewer, etc.)

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
- Sidewalks
- Driveways

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

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 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

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

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

_____ f) Identify existing topography at one-foot intervals and proposed grade elevations per City datum using contour lines, spot elevations, defined high points and/or drainage flow arrows as needed to define drainage patterns for:

- Buildings
- Parking lots
- Catch basin inlets
- Rim and invert elevations
- Driveways
- Surrounding open areas

_____ g) Details of all existing and proposed:

- Retaining walls
- Drainage structures

NOTE: *The Community Development Director may require additional information for sufficient review.