



SUBDIVISION AND MASTER PLAN CONCEPT REVIEW

Community 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		Phone	
E-mail		E-mail	

PROPERTY INFORMATION	
Describe the Proposed Project in Detail:	
Property Tax # (31-0-0000-00):	
Site Address/Location:	
Proposed Timing and Phasing of the Project:	
Current Zoning:	Proposed Zoning:
Current Use of Property:	Proposed Use of Property:
Existing buildings:	Proposed building, number of units, type of units, etc.:
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

SUBDIVISION/MASTER PLAN CONCEPT PLAN REVIEW PROCEDURES

Concept Plan Review is an administrative process that takes between 40-60 days after a submittal deadline. The Concept Plan Review process is required for all subdivision plats and large-scale master plans that may include a subdivision plat or public infrastructure.

Early in the process, consult the Concept Plan 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 concept plan for review.

The Community Development Department and other City departments will review the Concept Plan. The Plat Review Team meets on a bi-weekly basis. The applicant will be notified within 15 business days if additional information is required.

Submit a digital copy of the plans in PDF, the Concept Plan Review form, and other relevant information to a Planner in the Community Development Department.

Concept Plan Review is valid for one year.

CONCEPT PLAN CHECKLIST

This Concept Plan Checklist has been prepared to provide the applicant with a clear understanding of what is needed to complete a Concept Plan Review. It is our hope that by providing a list of information to be shown on the Plan Set, 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.

CONCEPT PLAN CHECKLIST

Date _____ Name of Concept Plan _____

Applicant _____ Phone _____

Note: This document is used to assure a complete submittal has been prepared. This is not inclusive of all items needed. Substantial changes to the Concept Plan could affect other requirements.

A Concept Plan Set consists of the following information:

Community Development Department:

- Date, scale, and north arrow.
- Municipal Boundaries.
- Name of adjacent or surrounding streets.
- Existing and proposed property boundary lines and their dimensions.
- Existing and proposed zoning boundaries and districts.
- Existing and proposed future land use boundaries and designations.
- Existing and proposed land use and structures.
- Buildings that will be removed.
- Existing easements.
- Proposed public streets, private streets, and alleys appropriately labeled. If applicable, show roadway network consistent with the Official Map.

Public Works Department:

- Existing environmental features (wetlands, floodplain, navigable stream, lakes, shoreland, drainage, steep slopes, areas of contamination, manure pits, etc.)
- Existing and proposed sanitary sewer (gravity mains, force mains and lift stations) and alignment with Sewer Service Area Plan.
- Existing and proposed water utility infrastructure.
- Existing and proposed storm sewer and stormwater management facilities for water quality and peak flow/flood control (on-site and regional stormwater practices and mains).
- Will this project require regional infrastructure to be constructed or expanded (lift station, force main, stormwater pond. If yes, will the infrastructure be funded by the developer?
- Identify agency that controls access to public street and if it is access restricted.
- Utilized the Complete Street Design Guide to determine roadway design.
- Provide Traffic Impact Analysis.

Parks & Recreation Department:

- Identify proposed park or trail location if identified in Comprehensive Outdoor Recreation Plan and Trails Master Plan.
- Identify maintenance responsibilities within greenspace.

Fire Department:

- Provide phasing on the plan to determine the number of units per access point. Fire code limits residential developments to 30 dwelling units on a single access.
- If more than one access is required, provide remoteness calculation for the secondary access point according to Appendix D of the adopted International Fire Code.
- Ensure an appropriate turnaround is provided on all dead-end roads over 150' in length. Options include a cul-de-sac, hammerhead, and modified hammerhead. Other options are available in Appendix D of the adopted International Fire Code.

The Community Development Director may require additional information or may waive submission requirements as deemed necessary.