



APPLICATION FOR MINOR SITE PLAN REVIEW
[Pursuant to Sections 23-570(c)(1) a. and 23-424(k)]
 Community Development Department
 100 N. Appleton St. PH: 920-832-6468
 Appleton, WI 54911 FAX: 920-832-5994



PROPERTY OWNER		APPLICANT	
Name		Name	
Mailing Address		Mailing Address	
Phone		Phone	
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:	Existing number of employees:	Proposed gross floor area of building:	Proposed number of employees:
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: \$300.00 ACCOUNT #PWZNIK 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

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)(1) a. of the Zoning Ordinance.

Section 23-570(c)(1) a. New Accessory Buildings and Structures 2,500 s.f. or greater in size (not including off-street parking lots or loading areas and when associated with one (1) or two (2) family dwellings, unless when required per Certified Survey Map, Subdivision Plat, or the like.

Section 23-424(k) Utility buildings and structures accessory to a tower.

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 and other City departments will review the Site Plan. The Site Plan Review Committee reviews submittals 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, erosion control permit, or any other required approvals such as a curb cut and stormwater management permit from the Department of Public Works. 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
Erosion Control review	Dan Faust	dan.faust@appletonwi.gov	(920) 832-5879
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

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 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 their 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 sanitary sewer and water
- Calculations for storm sewer design
- **Two (2) Minor Site Plan Sets to include:**
 - Title, Site Plan Layout (existing and proposed) & Streets
 - Utilities, Grading & Drainage Plan
 - Landscape Plan (if applicable)
 - Lighting Plan (if applicable)
- One (1) Architectural Set (if applicable) – Architectural Elevations and Floor Plans
- 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**

Submit the completed applications to:

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

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

MINOR SITE PLAN PREPARATION AND PRESUBMITTAL MEETING CHECKLIST

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 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



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Appears is not applicable



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Cannot determine if needed

A Minor Site Plan Set consists of the following information:

- **Two (2) Site Plan Sets to include:**
 - Title, Site Plan Layout (existing and proposed) & Streets
 - Utilities, Grading & Drainage Plan
 - Landscape Plan (if applicable)
 - Lighting Plan (if applicable)
- One (1) Architectural Set – Architectural Elevations and Floor Plans
- 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 should include:

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 email address 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
 - _____ Existing and proposed roof, pavement and open space area
- _____ 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

- _____ 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*)

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 at one foot intervals and proposed grade elevations per 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
 - ___ Add benchmarks and datum
- _____ j) List of all existing and proposed grades for first floor elevations

The Community 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:
