



APPLICATION FOR SITE PLAN REVIEW

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 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:	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	
SITE PLAN FEE: \$600.00	ACCOUNT #PWZNIG
RECEIPT # _____	DATE ____/____/____
DATE RECEIVED COMPLETE ____/____/____	BY _____ APPLICATION # _____
DISTRICT _____	ALDERPERSON _____
HISTORY _____	ALDERPERSON NOTIFIED ____/____/____
SITE PLAN IS: _____ APPROVED _____ APPROVED WITH CONDITIONS _____ DENIED	STORMWATER FORM SUBMITTED _____
COMMUNITY DEVELOPMENT APPROVAL BY _____	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 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 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".

Site Plan Fee: \$600.00

- New and additions to principal buildings and structures, not including 1 and 2 family dwellings [see Section 23-570(2), Zoning Code]
- Construction, reconstruction, rehabilitation and/or expansion of parking lots and loading areas of 20 or more spaces
Parking lot and loading area reconstructions (patching) that affects greater than 15% of the total parking lot and loading area per calendar year (starts January 1st)

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.

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 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.

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 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 their agent. All blanks on the application must be filled in or an explanation given in a letter of intent.

When the applications, 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 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 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) Site Plan Sets to include:***
 - Title, Site Plan Layout (existing and proposed) & Streets
 - Utilities, Grading & Drainage Plan
 - Landscape Plan
 - Lighting Plan
- 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 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 for site plan questions or 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. 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:

- **Two (2) Site Plan Sets to include:**
 - Title, Site Plan Layout (existing and proposed) & Streets
 - Utilities, Grading & Drainage Plan
 - Landscape Plan
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- 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 Site Plan Set in PDF format**

All plans should include:

Title, Site Plan Layout & Streets

- _____ 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 email address 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
 - ___ Existing and proposed roof, pavement and open space area
- _____ 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) Buildings that will be removed
- _____ m) Calculations for parking and loading requirements that must identify:
- ___ All existing uses on the property
 - ___ Number of existing and proposed employees
 - ___ Gross floor area floor area for existing buildings
 - ___ Expanded and proposed buildings
 - ___ Calculation of required handicapped accessible parking spaces
- Any 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 County Register of Deeds Office.
- _____ n) Barriers, curbing or wheel stops locations
- _____ o) 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."
- _____ p) Statement "Curb cut will be closed per City of Appleton standards" noted on the site plan if existing curb cuts are to be abandoned
- _____ q) 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*)
- _____ r) Location of existing and proposed sidewalks with grade elevations and handicap access at driveways
- _____ s) Location of snow storage areas located outside of setbacks, in required parking areas and vision clearance triangles
- _____ t) Dimensions of all required yard setbacks for buildings and off-street parking (any variances approved by the Board of Appeals attached)
- _____ u) 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*)
- _____ v) 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
- _____ w) Location of all mechanical equipment and the type of screening provided
- _____ x) All fences and/or retaining walls including:
- ___ Location
 - ___ Height
 - ___ Elevations
 - ___ Materials
- _____ y) 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

- _____ z) Types of fire protection/detection systems that will be used
- _____ aa) 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
- _____ bb) Statement, "A Knox Box will be provided at the front entrance."
- _____ cc) Location and presence of all fire related wall assemblies
- _____ dd) Class of construction in accordance with State Building Code
- _____ ee) Streams, wetlands, channels, ditches and other watercourses on the site and adjacent properties
- _____ ff) 100-year floodplain, including
 - _____ Flood fringe
 - _____ Floodway
 - _____ Flood storage areas
- _____ gg) Predominate soil types
- _____ hh) Multi-family residential projects shall include additional information including:
 - _____ Total acres of subject property
 - _____ Total number of dwelling units and density per acre

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
 - _____ Back of curb to property line dimensions at each driveway
 - _____ 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) Identify drainage divides, high points and low points on the drainage plan
- _____ 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) 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 stormwater 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

- _____ j) Identify 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

- _____ k) Existing and proposed grades for first floor 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)
 - ___ Curb and gutter

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

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

Floor Plans

- _____ 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 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:
