Village of
Ashwaubenon
2155 Holmgren Wy • Ashwaubenon, WI 54304
P: 920.492.2309 F: 920.492.2311
www.ashwaubenon.com

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Site Plan Review
Procedure, Application and Checklist

SITE PLAN REVIEW PROCEDURE

OVERVIEW:

Site plan review is an administrative process that is carried out by the Village Staff and Site Plan Review Committee. The site plan review process is required for all new development or expansion of existing buildings or parking lots in the following zoning districts; VC-Village Center, SE-Sports & Entertainment, R3-Multi-Family Residence, and all Business and Industrial Districts (B1-Local Business, B2-General Business, B3-Community Business, B4-Commerce, I1-Light Industry, I2-Heavy Industry, IP-Industrial Park, BP-Business Park, SI-Special Industry, P-Public.)

Applicant should review the Site Plan Application Checklist (included) for a complete list of plan requirements and consult the Community Development Department for their assistance and opinions. A pre-submittal meeting is encouraged and will expedite the approval process.

The Community Development Department, along with the Public Safety Department, Public Works Department, Village Engineer and Village Forester will review the Site Plan submittal and forward any necessary changes to the applicant. If the number of changes is extensive, revised plans will need to be submitted for final review. Once reviewed by Village Staff, the submittal will then be forwarded to the Site Plan Review Committee for review. The site plan will be approved, conditionally approved, or denied. NOTE: If the site plan is in the VC or SE zoning districts, the site plan must be forwarded to the Planning Commission and Village Board for final approval.

Two copies of a revised site plan, signed by the owner, including revision dates and showing all items of compliance with the conditional approval must be submitted to the Department before building and curb cut permits can be issued. The approval of a Site Plan shall remain valid for 1 year, after which re-submittal is required.

APPLICATION FORM:

A Site Plan Review application can be filed by the property owners, a person having lawful power of attorney, or a representative of the owner such as an architect, engineer, or other agent designated by the property owner. In any case, no application will be accepted without an original signature of the property owner(s) or his/her agent. All blanks on the application form must be filled in. The Parcel ID number(s) of all parcels involved with the plan proposal must be noted on the application form.

DEVELOPER CHECKLIST:

The 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 you will avoid costly time delays caused by incomplete plans. Your courtesy in following the checklist carefully will insure prompt review and approval at the earliest possible date.

SITE PLAN SET:

1 24” x 36” Site Plan Set, **1** Electronic submittal of all sheets in PDF format, Site Plan Review Application and Site Plan Review Checklist must be submitted to the Community Development Department. The Site Plan Set will include Site, Streets, Utilities, Grading, Drainage, Landscape, Lighting, Architectural and Signage Plans. If applicable, one set of storm water management plans, calculations and supporting information must also be submitted to the Community Development Department.

THE APPLICATION MUST INCLUDE:

-A completed Application Form and Checklist
-**1** 24" x 36" Site Plan Set **AND** Electronic submittal of all sheets in PDF format
All sets to include:
Sheet 1 – Title, Site Plan Layout, and Streets
Sheet 2 – Utility Plan
Sheet 3 – Grading, Drainage, Storm Water Management and Erosion Control Plan
Sheet 4 – Landscape Plan
Sheet 5 – Lighting Plan
Sheet 6 – Architectural & Construction Plan & Colored Renderings
-Any other plans or information deemed necessary by the Community Development Department.
-1 set of **separately packaged** stormwater management report including engineering calculations, all supporting documentation and maintenance agreement

FOR REFERENCE:

PLANNING AND ZONING ORDINANCE

Chapter 17 Article 2: Administration
17-4-200: Site Plan Approval Requirements
Chapter 17 Article 3: Definitions, Rules for Interpretation and Zone Districts
Chapter 17 Article 4: Use Regulations
17-4-300: Use Specific Standards
Chapter 17 Article 5: Density, Intensity, and Dimensional Standards
Chapter 17 Article 6: Development and Design Standards
17-6-200: Signs
17-6-300: Outdoor Lighting
17-6-500: Off-Street Parking
17-6-600: District-Specific Site Design Standards

MUNICIPAL CODE

Chapter 5 Article 9: Storm Water Management
Section 5-9-770: Construction Site Erosion Control
Section 5-9-771: Post-Construction Storm Water
Management Chapter 13 Fire Prevention and Protection
Section 13-3-78(Q): Fire Lanes
Section 13-3-78(R): Address and Tenant Numbers
Section 13-3-78(S): Knox Box
Section 13-3-78(T): Private Fire Hydrant

SUBMITTAL

Site Plan Review Committee meetings are held on the 1st and 3rd Tuesday of every month at 3:00 P.M. Meetings are held at the Ashwaubenon Village Hall on 2155 Holmgren Way. To submit a plan for review, all information **MUST** be in our office no later 14 calendar days prior to the meeting you wish to attend.
An incomplete application or a Site Plan Set lacking complete information will not be accepted.

Completed site plan review application, checklist, fee, **1** 24"x36"plan set, and electronic (PDF) plan set are to be sent to:

Mail: Community Development Department
Village of Ashwaubenon
2155 Holmgren Way, Ashwaubenon, WI 54304

Please call (920) 593-4405 to schedule an appointment for a Pre-submittal meeting

Questions, please contact:
Aaron Schuette – Community Development Director
(920) 593-4405 / aschuette@ashwaubenon.gov

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Site Plan Review Application

This application must be completed and returned with your site plan review checklist and plan sets.

Site Information

Address _____

Parcel ID #(s) _____

Property Owner(s)

Name _____

Address _____

Phone _____ Fax _____ Email _____

Applicant (If not Property Owner)

☐ Architect ☐ Engineer ☐ Surveyor ☐ Builder ☐ Agent ☐ Other (_____)

Name _____

Address _____

Phone _____ Fax _____ Email _____

Describe in Detail the Proposed Project along with the Current and Proposed Use(s) of the Property

_____

_____

_____

_____

Ground Floor Elevation: _____ Lot Size: _____ Area Added by Expansion: _____

Number of stories in Bldg: _____ Basement: ☐ yes / ☐ no Bldg Height from Grade: _____

Total Current Employees: _____ Total Proposed Employees: _____

Fees

☐ New Submittal (full project) $180.00

☐ New Submittal (partial project) $30.00 per section (ie: Site Plan, Landscaping, Lighting, Storm water, Signage (If SPRC review is required), Building Elevations)

(number of sections _____ X $30 = $ __**$ 0**__)

Notes

-Site plan approval does not constitute approval of a building or curb cut permit.

-No new, enlarged, extended, or altered building shall be used or occupied in whole or in part until the certificate of occupancy has been issued by the building inspector verifying compliance with all approved and/or conditionally approved site plans.

I CERTIFY THAT THE ATTACHED DRAWINGS ARE TO THE BEST OF MY KNOWLEDGE COMPLETE AND DRAWN IN ACCORDANCE WITH ALL VILLAGE OF ASHWAUBENON CODES.

Property Owner Signature: _____ Date: _____

Applicant Signature: _____ Date: _____
(If not Property Owner)

FOR OFFICE USE ONLY

FEE: _____ RECEIPT #: _____ RECEIPT DATE: _____ APPLICATION #: _____

DATE RECEIVED COMPLETE: _____ RECEIVED BY: _____ ZONING DISTRICT: _____

REFERRED TO: ☐ PUBLIC WORKS ☐ INSPECTION ☐ FIRE ☐ ENGINEERING ☐ FORESTRY

SITE PLAN IS: ☐ APPROVED ☐ APPROVED W/CONDITIONS ☐ DENIED DATE: _____

COMMENTS:

_____

_____

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Site Plan Review Developer Checklist

This checklist must be completed and returned with your site plan review application and plan sets.

Address of project: _____

• Site Plan Set

☐ 1. Submit **1** 24" x 36" Site Plan Set and 1 Electronic Plan Set (PDF)

☐ 2. All plans must be drawn to scale.

☐ 3. All sheets shall be numbered.

☐ 4. The signature of the surveyor, engineer, or architect who is responsible for plan preparation (unless waived by the Site Plan Review Coordinator).

COMMENTS:

• Sheet No. 1 - Title, Site Plan Layout, and Streets

☐ 1. Name of project, address, legal description of property, description of proposed use and zoning description.

☐ 2. Location map.

☐ 3. North arrow, date of preparation, revision dates, and scale.

☐ 4. Show and name adjacent and surrounding streets.

☐ 5. Recorded property lines and their dimensions.

☐ 6. Show all existing and proposed public and private easements for utility, drainage, sewer, parking, access, and other purposes, and all easements on surrounding properties benefiting the subject property.

☐ 7. Fundamental aspects of all existing and proposed buildings, including use of each structure, dimensions, number of stories, and their locations on the parcel.

☐ 8. If buildings are to be removed, the site plan shall so indicate.

☐ 9. Dimension all yard setbacks for buildings and off-street parking.

☐ 10. Show a table that details total land area within the development and percentages relative to buildings, hard surfaces, impervious surface areas (existing and proposed), and green space. Do NOT include street Right-of-Way areas in calculations.

☐ 11. Details and cross section of all traffic areas (parking, drive lanes, driveway aprons, loading zones, fire lanes, etc.)

☐ 12. Gross area, useable floor area, and current uses for existing buildings and proposed additions listed separately. For parking calculations, useable floor area will be determined as the area to be used for a particular use. (e.g.: sale of merchandise, servicing of customers, manufacture, or warehouse) Number of existing and future employees is required for parking calculations.

☐ 13. When abutting a site plan project, any public right-of-way needs to be identified with accurate locations for existing and proposed facilities such as: streets, curbs, sidewalks, project driveways, and driveways on opposite street frontages.

☐ 14. Traffic aspects of existing and proposed driveways and parking lot including: arrows to show traffic flow; stacking (drive thru), parking stall sizes (162 square feet minimum) and layout; accessible stalls and ramps; loading zones; driveway widths and radii or flares on driveway aprons to public streets.

☐ 15. Show barriers, curbing, or wheel stops located to prevent any portion of a vehicle from projecting beyond property lines. Also, indicate barriers constructed and anchored to prevent dislocation.

☐ 16. A note shall appear on the face of the site plan that indicates the calculations for parking and loading requirements. Plans for any joint use of parking must be in writing, attached and approved by the Village Administration.

☐ 17. The location of sidewalks, other pedestrian-type walkways, traffic control dividers, and tree islands.

☐ 18. Show proposed sidewalks and handicap accessible access with grade elevations listed at driveways.

☐ 19. Location of existing and proposed signage. Sign elevation showing the height from bottom of sign to grade, overall height, and face dimensions.

☐ 20. Location, height, elevations, and materials of all fences or retaining walls.

☐ 21. Location, type, height, and size of all outside storage including required screening.

☐ 22. Location and identification of all designated fire lanes with method of signage and markings.

☐ 23. Identify whether existing or proposed buildings will contain a fire protection system. Show and identify on-site fire hydrants and Fire Department Sprinkler connection point.

☐ 24. Show and identify location of required Knox Box for Public Safety access.

☐ 25. State what type of product(s) will be manufactured, sold and/or stored on site.

☐ 26. State all types of hazardous materials to be stored on-site. If none, state "no hazardous materials will be stored on-site.

☐ 27. Show location of all ground mounted mechanical equipment and indicate the type of screening and materials (walls, plantings, etc.).

☐ 28. Locate the refuse and recycling containers and provide details of construction, materials, height, and dimensions of the enclosure.

☐ 29. Any open space that will remain undisturbed and undeveloped.

COMMENTS:

- **Sheet No. 2. Utility Plan**

☐ 1. Show existing and proposed water, sanitary sewer, and storm sewer utilities including: locations, sizes, materials, slope, rim elevations, invert elevations, manholes, laterals, clean outs, catch basins, and valves. (Note: minimum of 8" water lateral required to serve private fire hydrants).

☐ 2. Show existing water and sewer mains and other utilities (electric, gas, etc).

☐ 3. Roof drain connections (if connected to storm sewer system).

☐ 4. Existing and proposed public and private easements for all utilities.

☐ 5. Statement placed on plan: "VILLAGE OF ASHWAUBENON WILL PERFORM ALL WORK IN THE ROADWAY RIGHT-OF-WAY AND BRING ANY REQUESTED WATER, SANITARY, AND STORM SEWER UTILITIES TO THE PROPERTY LINE WITH THE ASSOCIATED COSTS BEING THE PROPERTY OWNER'S RESPONSIBILITY. PLEASE CONTACT AL FARVOUR (UTILITY OPERATIONS SUPERVISOR) AT 920-492-2335 FOR ESTIMATES."

☐ 6. Show 2 (two) municipal fire hydrants nearest to permanent site access point(s).

COMMENTS:

- **Sheet No. 3. Grading, Drainage, Storm Water Management and Erosion Control Plan**

☐ 1. Identify existing topography (by dashed lines) at one foot intervals and proposed grade elevations for the building, parking lot, drives, surrounding open areas, and including all property within 50 feet (using contour lines and spot elevations and drainage flow arrows as needed to define drainage patterns).

☐ 2. Indicate 100 year flood delineation (if applicable).

☐ 3. List all existing and proposed grades for first floor.

☐ 4. Show details of all existing and proposed retaining walls and the location of swales and inlets.

☐ 5. Complete 'IMPERVIOUS SURFACES–ADDITIONS & REMOVALS CHART' (below)

☐ 6. Show proposed sidewalk(s) abutting all street frontages at all driveways. Show and list elevations of sidewalk at property line in accordance with Village standards

☐ 7. Storm water management plan to include; the lot size, building location, location of impervious areas, size and location of drainage basin (s), proposed flow direction arrows, detention pond footprint, depth of detention pond discharge location, size and overflow location.

☐ 8. Show proposed erosion control measures following WDNR Technical Standards.

IMPERVIOUS SURFACES – ADDITIONS & REMOVALS CHART - ALL AREAS ARE IN **SQUARE FEET** (*SQ FT*) (Mark 0 in each box that has no change)

	Airport Surface	Buildings	In-Ground Pool	Concrete Pad/Patio	Non-Concrete Pad/Patio	Paved Driveway	Paved Parking	Paved Road	Paved Sidewalk	Paved Trail	Recreation Area	Tank	TOTAL CHANGES
ADDED													0
REMOVED													0

COMMENTS:

- **Sheet No. 4. Landscape Plan**

☐ 1. Locate all existing trees and indicate whether they will remain, be relocated, or be removed. Identify any other significant vegetation, which is to remain. (Note: Existing, healthy, mature trees are recommended and preferred to remain and be incorporated into the development whenever possible.)

☐ 2. Identify the 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, mechanical equipment, and outdoor storage from adjacent residential districts or public Right-of-Way.

☐ 3. Show the location of existing and proposed buildings, parking lots, walks, driveways, fences, water features, retaining walls, signs, mechanical equipment, bike racks and benches

☐ 4. Show all property lines, street names, and overhead utilities.

☐ 5. Identify type of finishing materials, including seeded grass, sod, and type of mulch in planting beds, pavers, concrete, and asphalt.

☐ 6. Identify percentage of green space (Do NOT include street Right-of-Way areas).

☐ 7. Include table of "Planting and Landscape Schedule" (see example below)

PLANTING AND LANDSCAPE SCHEDULE (example)

Key	Symbol	Botanical Name	Common Name	Quantity	Size @ Planting
AR		*Acer rubrum*	Red Maple	5	2" Caliper
EA		*Euonymus alatus*	Burning Bush	20	24" B & B
TA		*Pinus strobus*	White Pine	50	5" height

COMMENTS:

- **Sheet No. 5. Lighting Plan**

☐ 1. Identify all exterior lighting fixtures, either mounted on the building or free-standing light along with photometric plan, intensity of light and cut off shielding that reflects light downward and which prevents the light source from being visible from adjacent properties. Provide lighting ratio information.

☐ 2. Identify mounting height for all building and free standing lighting fixtures.

☐ 3. Provide manufacturer light fixture specification sheets.

COMMENTS:

- **Sheet No. 6. Architectural & Construction Plan & Colored Drawings/Renderings**

☐ 1. Dimensioned elevations of all exterior walls and roof deck height (photographs may be substituted for existing elevations to remain unchanged).

☐ 2. Type of roof, wall and trim materials, colors, and textures.

☐ 3. Changes or additions to existing buildings or materials clearly identified.

☐ 4. Location and presence of all fire rated wall assemblies.

☐ 5. Show location of all building mounted and roof top mechanical equipment and vents over 8" in diameter or square dimension. Indicate type and materials for screening (walls, parapets, etc).

☐ 6. Colored exterior elevation drawings/renderings.

☐ 7. Dumpster enclosure colored rendering and location sketch

COMMENTS: