



AGENDA

VILLAGE OF LITTLE CHUTE PLAN COMMISSION MEETING

PLACE: Little Chute Village Hall – Village Board Room

DATE: Monday, February 8, 2021

TIME: 6:00 p.m.

- A. Call to order
- B. Roll Call
- C. Public Appearance for Items Not on the Agenda

Virtually attend the February 8th Plan Commission meeting at 6 PM by following the link here:

<https://zoom.us/j/98293883859>

Meeting ID: 982 9388 3859

Call-in Information: +1 (312) 626-6799 US (Chicago)

Meeting ID: 982 9388 3859

1. Approval of Minutes from the Plan Commission Meeting of January 11, 2021
2. Action—Appoint Jim Moes to the Little Chute Plan Commission
3. Recommendation—CSM for Setzer Properties GRB, LLC
4. Discussion—Commercial Highway Signage
5. Discussion—Short Term Rental Ordinance
6. Discussion—Village of Little Chute Development Packet
7. Unfinished Business
8. Items for Future Agenda
9. Adjournment

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made with as much advance notice as possible to the Clerk's Office at 108 West Main Street, (920) 423-3852 February 4, 2021



Information for the Plan Commission Meeting – February 8, 2021 – 6:00 PM

The Village of Little Chute is taking precautions related COVID-19 as it relates to Village Board meetings. On March 16th, 2020, the Wisconsin Attorney General released guidance for local communities related to Open Meetings and the use of technology while still complying with Wisconsin's Open Meeting laws. You can find Wisconsin Department of Justice guidance here: [DOJ Guidance on Open Meetings](#).

Until further notice, the Village of Little Chute will be providing the following means for residents to interact, engage, and participate in Village Board proceedings. The proceedings of all Village of Little Chute public meetings are recorded and available for review.

1. Virtually attend the February 8th Plan Commission Meeting at 6:00 PM by following the link here:
Join Zoom Meeting
<https://zoom.us/j/98293883859>
Meeting ID: 982 9388 3859
2. Call-in Information: United States
+1 312 626 6799 US (Chicago)
Meeting ID: 982 9388 3859
Find your local number: <https://zoom.us/u/abGpaew1E>
3. If you are experiencing connectivity issues or have questions on the options above, please contact James Fenlon at james@littlechutewi.org
4. The Board Room at Village Hall will be open, but board members and staff have the option to attend virtually. We urge residents to participate in our meetings by utilizing the virtual options above.
5. If you have questions or comments regarding the agenda or potential items on the agenda, we urge you to contact Board or staff members regarding your concerns. You can find Board Member contact information here: <http://www.littlechutewi.org/59/Meet-the-Village-Board>
6. If you have questions or comments regarding the agenda, you can also contact the Village Administrator, James Fenlon, at james@littlechutewi.org or 920-423-3850.
7. If you have questions or comments regarding the agenda and want to contact a Village of Little Chute Department Head, you can find a complete staff directory here: <http://www.littlechutewi.org/directory.aspx>

MINUTES OF THE PLAN COMMISSION MEETING JANUARY 11, 2021

Call to Order

The Plan Commission meeting was called to order at 6:00 p.m. by President Vanden Berg

Roll Call

PRESENT: Bill Van Berkel
President Vanden Berg
Kent Taylor
Larry Van Lankvelt
Todd Verboomen
Richard Schevers

STAFF PRESENT: Administrator Fenlon, Community Development Director Kittel,

Public Appearance for Items Not on the Agenda

None

Approval of Minutes from the Plan Commission Meeting of December 14, 2020

Moved by Commissioner Van Berkel, seconded by Commissioner Verboomen to Approve the Minutes the Plan Commission Meeting of December 14, 2020

Public Hearing—Variance of the Zoning Code Request 1810 E. Main Street, Little Chute

Moved by Commissioner Van Lankvelt, seconded by Commissioner Van Berkel to enter public hearing For both Variances on the Agenda

All Ayes— Motion Carried

Director Kittel advised the Commission that a request was received for an additional sign on the vacant lot next to Hollanders. Mr. Verbruggen from Hollanders advised that an LED light will be used on the new sign.

Public Hearing—Variance of the Zoning Code Request for 806 Rosehill Road, Little Chute

A request was made to add an addition and due to ordinance changes they will need to get approval. Director Kittel advised there were not any concerns by the neighbors.

Moved by Commissioner Van Lankvelt, seconded by Commissioner Verboomen to exit public hearing

All Ayes— Motion Carried

Action—Variance of the Zoning Code Request for 1810 E Main St

Moved by Commissioner Van Lankvelt, seconded by Commissioner Van Berkel to Approve the Zoning Code Request for 1810 E. Main Street as presented

All Ayes— Motion Carried

Action—Variance of the Zoning Code Request for 806 Rosehill Road

Moved by Commissioner Van Lankvelt, seconded by Commissioner Verboomen to Approve the Zoning Code Request for 806 Rosehill Road

All Ayes— Motion Carried

Discussion—Plan Commission memo/resources

Director Kittel put together a resource document for the Plan Commission.

Recommendation—FedEx/Setzer Site Plan

Director Kittel went over the site plan application from Setzer to be used by FedEx. Commissioner Van Lankvelt asked about trucks being on the road; Director Kittel advised there will be a guard shack so that should not be an issue.

Commissioner Van Lankvelt, seconded by Commissioner Verboomen to Recommend to the Village Board to Approve the FedEx/Setzer Site Plan with all recommendations that staff has noted, including the barbwire fence.

All Ayes— Motion Carried

Discussion/Action—New Variance Application

Director Kittel explained the new Variance Application along with the Guiding Principles explained to Grant a Variance.

Moved by Commissioner Van Berkel, seconded by Commissioner Van Lankvelt to Approve the New Variance Application as presented

All Ayes— Motion Carried

Unfinished Business

None

Items for Future Agenda

Commissioner Van Berkel would like to discuss an Ordinance for sign limitations

Adjournment

Moved by Commissioner Van Lankvelt, seconded by Commissioner Van Berkel to Adjourn the Plan Commission Meeting at 6:54 p.m.


All Ayes— Motion Carried

VILLAGE OF LITTLE CHUTE

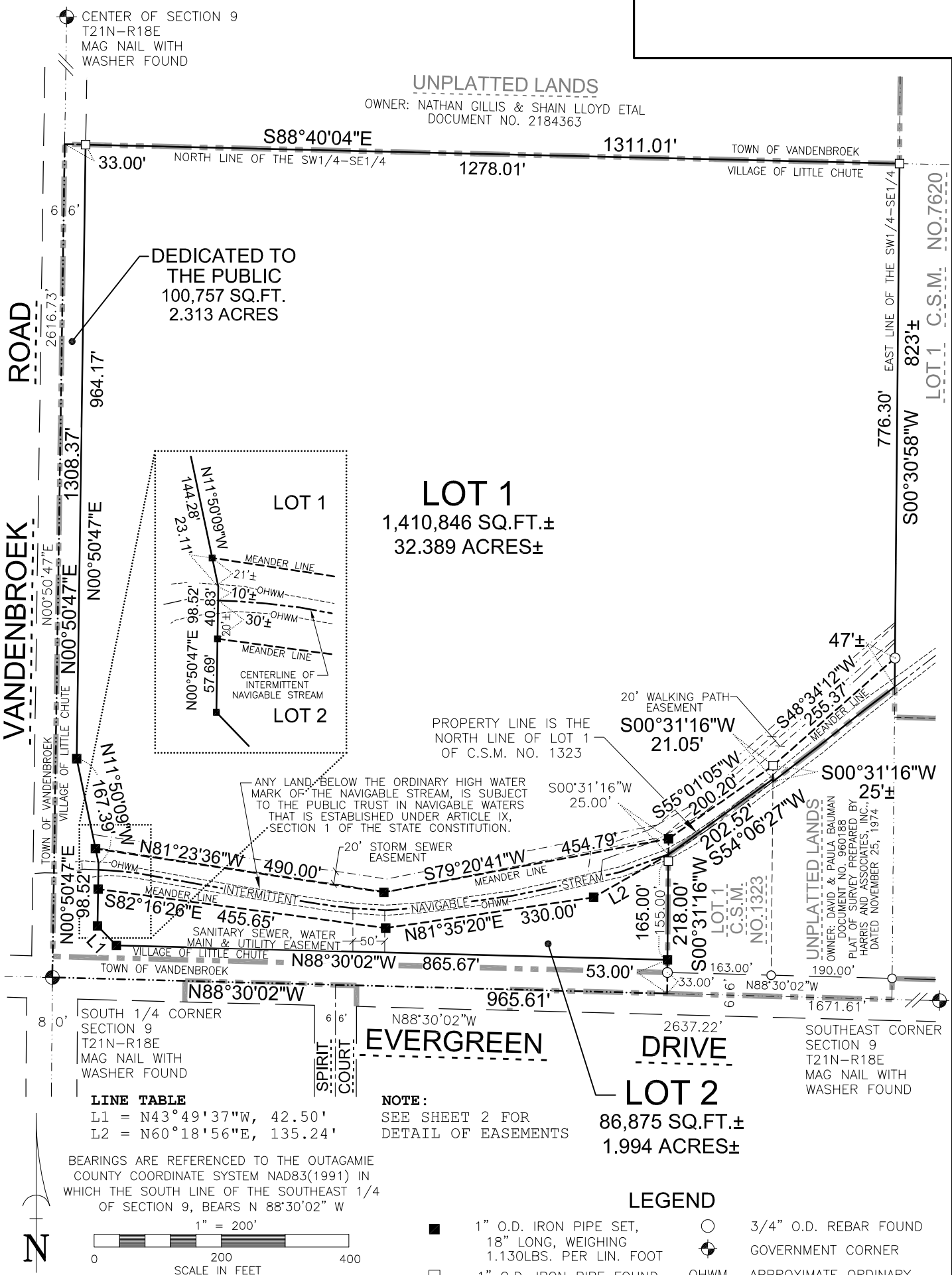
By: Michael Vanden Berg, Village President

Attest: Laurie Decker, Village Clerk

Village of Little Chute
INFORMATION FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Plan Commission Appointment
PREPARED BY: James P. Fenlon, Administrator 
REPORT DATE: January 29, 2021
EXPLANATION: On behalf of the Village President, he would like to appoint Mr. Jim Moes to the Plan Commission. The appointment is made to a currently vacant seat on the commission. Plan Commission appointments are subject to a majority vote of the Village Board and are for a three-year term.
RECOMMENDATION: Appoint Jim Moes to the Little Chute Plan Commission.

CERTIFIED SURVEY MAP NO. _____
PART OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4,
SECTION 9, TOWNSHIP 21 NORTH, RANGE 18 EAST,
VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN.



Martenson & Eisele, Inc.



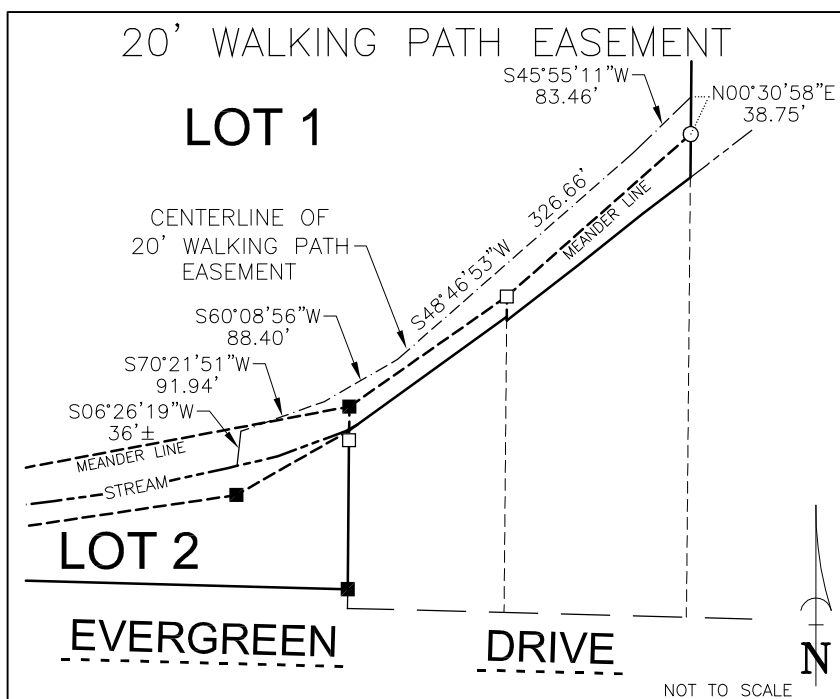
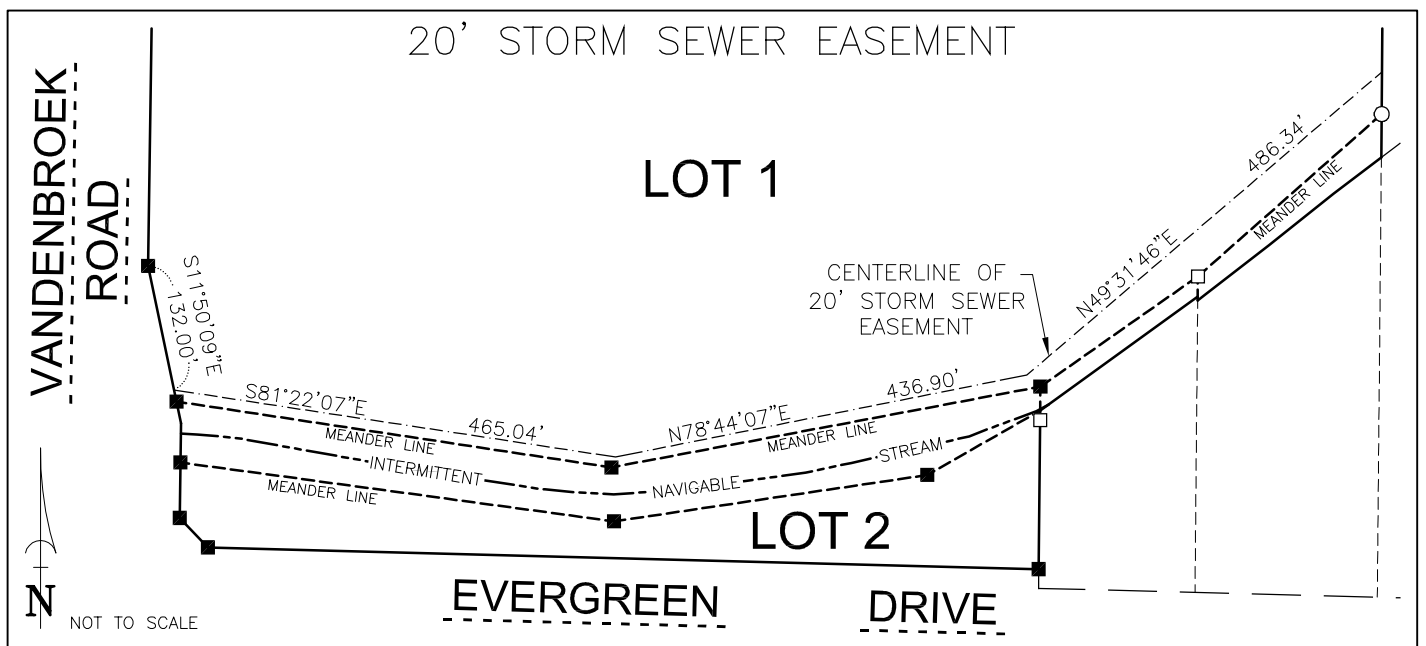
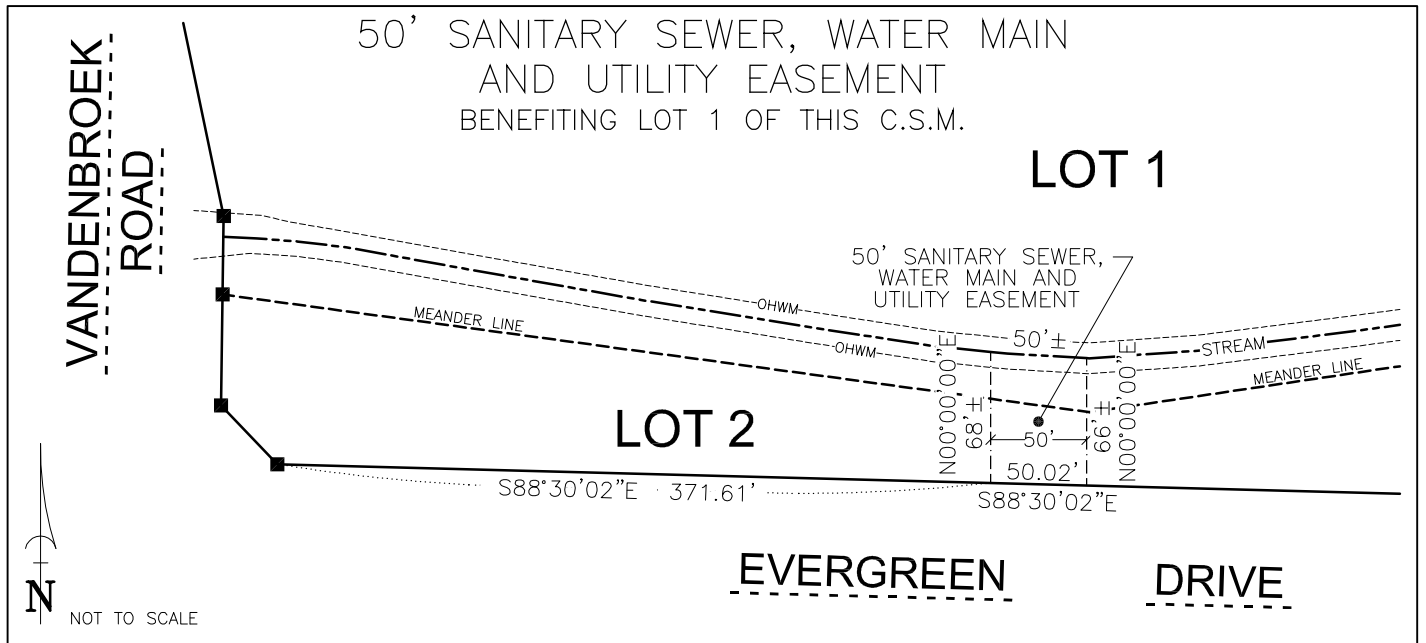
1377 Midway Road
Menasha, WI 54952
www.martenson-eisele.com
info@martenson-eisele.com
920.731.0381 1.800.236.0381

Planning
Environmental
Surveying
Engineering
Architecture

SURVEY FOR:
SETZER PROPERTIES
354 WALLER AVENUE,
SUITE 200
LEXINGTON, KY 40504

PROJECT NO. 1-1342-002
FILE 1-1342-002csm.dwg SHEET 1 OF 4
THIS INSTRUMENT WAS DRAFTED BY: A.Sedlar

PART OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4, SECTION 9, TOWNSHIP 21 NORTH,
RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN.



PART OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4, SECTION 9, TOWNSHIP 21 NORTH,
RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN.

I, GARY A. ZHRINGER, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY:
THAT I HAVE SURVEYED, DIVIDED AND MAPPED AT THE DIRECTION OF SETZER PROPERTIES GRB, LLC,
PART OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4, SECTION 9, TOWNSHIP 21 NORTH, RANGE 18 EAST,
VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS:

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236 OF THE WISCONSIN STATUTES AND WITH THE VILLAGE OF LITTLE CHUTE SUBDIVISION ORDINANCE IN SURVEYING, DIVIDING AND MAPPING THE SAME.

GIVEN UNDER MY HAND THIS 15TH DAY OF JANUARY, 2021.

GARY A. ZAHRINGER, PROFESSIONAL LAND SURVEYOR S-2098

OWNERS OF RECORD:	RECORDING INFORMATION:	PARCEL NUMBER:
SETZER PROPERTIES GRB, LLC	DOCUMENT NO. 2218693	26-0-0174-00

THIS DAY OF , 2021.

LAURIE DECKER, VILLAGE CLERK

WE, BEING DULY ELECTED, QUALIFIED AND ACTING TREASURERS' OF THE VILLAGE OF LITTLE CHUTE AND OUTAGAMIE COUNTY, DO HEREBY CERTIFY THAT IN ACCORDANCE WITH THE RECORDS IN OUR OFFICE, THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LANDS SHOWN HEREON.

DATE _____

CERTIFIED SURVEY MAP NO. _____

PART OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4, SECTION 9, TOWNSHIP 21 NORTH,
RANGE 18 EAST, VILLAGE OF LITTLE CHUTE, OUTAGAMIE COUNTY, WISCONSIN.

CORPORATE OWNER'S CERTIFICATE:

SETZER PROPERTIES GRB, LLC, A LIMITED LIABILITY CORPORATION DULY ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, HEREBY CERTIFY THAT WE CAUSED THE LAND ABOVE DESCRIBED TO BE SURVEYED, DIVIDED, DEDICATED AND MAPPED ALL AS SHOWN AND REPRESENTED ON THIS MAP.

SETZER PROPERTIES GRB, LLC, ALSO CERTIFY THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY S.236.10 OR S.236.12 TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION: VILLAGE OF LITTLE CHUTE

DATED THIS _____ DAY OF _____, 2021.

SIGNATURE

SIGNATURE

PRINT NAME AND TITLE

PRINT NAME AND TITLE

STATE OF _____)
_____) SS
_____ COUNTY)

PERSONALLY CAME BEFORE ME ON THE _____ DAY
OF _____, 2021, THE ABOVE NAMED TO
ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING
INSTRUMENT AND ACKNOWLEDGE THE SAME.

NOTARY PUBLIC, STATE OF _____

MY COMMISSION (IS PERMANENT)

(EXPIRES: _____)

STORM SEWER EASEMENT PROVISION

AN EASEMENT FOR STORM SEWER IS HEREBY GRANTED BY SETZER PROPERTIES GRB, LLC, GRANTOR, TO

VILLAGE OF LITTLE CHUTE, GRANTEE,

THE GRANTOR, THEIR RESPECTIVE LESSEES, SUCCESSORS, HEIRS OR ASSIGNS, SHALL HAVE FULL USE AND ENJOYMENT OF THE PROPERTY REFERENCED ABOVE PROVIDED THAT SUCH USE DOES NOT INTERFERE WITH GRANTEE'S RIGHT TO INSTALL, REPLACE, OPERATE, MAINTAIN AND REPAIR SAID STORM SEWER AND ASSOCIATED APPURTENANCES. IT IS FURTHER AGREED THAT AFTER MAINTAINING, REPAIRING, REPLACING OR RELOCATING OF SAID STORM SEWER AND ASSOCIATED APPURTENANCES GRANTEE SHALL RESTORE UNIMPROVED SURFACES SUCH AS GRASS, GRAVEL AND DIRT ON SAID PROPERTY, AS CLOSELY AS POSSIBLE, TO THE CONDITION PREVIOUSLY EXISTING. GRANTEE SHALL NOT BE REQUIRED TO RESTORE OR COMPENSATE FOR ANY IMPROVEMENTS OR IMPROVED SURFACES SUCH AS, BUT NOT LIMITED TO, CURB AND GUTTER, HARD PAVEMENTS, TREES, SHRUBS AND LANDSCAPING, DISTURBED AS A RESULT OF THE MAINTENANCE ACTIVITIES DESCRIBED HEREIN. GRANTEE DOES HEREBY AGREE TO COMPENSATE FULLY FOR ANY DAMAGE CAUSED DIRECTLY OR INDIRECTLY FROM SAID MAINTENANCE, REPAIR, REPLACEMENT OR RELOCATION OF SAID STORM SEWER AND ASSOCIATED APPURTENANCES, THAT OCCUR OUTSIDE OF THE ABOVE DESCRIBED EASEMENT AREA. BUILDINGS OR ANY OTHER TYPE OF STRUCTURE SHALL NOT BE PLACED OVER GRANTEES' FACILITIES OR IN, UPON OR OVER THE PROPERTY WITHIN THE LINES MARKED "STORM SEWER EASEMENT" GRANTEE AGREES THAT IT SHALL GIVE TIMELY NOTICE TO THE GRANTOR OF ROUTINE MAINTENANCE WORK.

THE GRANT OF EASEMENTS SHALL BE BINDING UPON AND INURE TO
THE BENEFIT OF THE HEIRS, SUCCESSORS AND ASSIGNS OF
ALL PARTIES HERETO.

SIGNATURE

PRINT NAME AND TITLE

SIGNATURE

PRINT NAME AND TITLE

Village of Little Chute
REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Signage update for Commercial Highway District

PREPARED BY: David Kittel, Community Development Director

REPORT DATE: 1/27/2021

ADMINISTRATOR'S REVIEW/COMMENTS:

EXPLANATION:

During a recent Variance for a sign in the Commercial Highway District it was noted that there are no limits to how many free-standing signs a property could have. This could be an issue with certain properties that have a large amount of frontage could possibly have 1 freestanding sign for every 10 feet of frontage. The minimal lot width in this district is 100ft, meaning a possibility of 10 freestanding signs of 30sqft each. Upon further review there was also nothing specific on signs in the vision triangle. In order to help ensure that we do not run into this possibility of a sign in the vision triangle and an unsightly amount of signage see the proposed amendment to the existing ordinance in red.

Section 44-51(f)

Permitted accessory signs. For each principal structure the permitted accessory sign for each ten lineal feet of frontage on a public street (frontage being determined by the principal entrance to the premises), a maximum of one sign and 30 square feet of sign area shall be permitted. The sign area may be used in a fewer number of signs than permitted, but the maximum number of signs shall not be exceeded even though the total area permitted is not used. No sign shall be located within five feet of any lot line. **The maximum allowable number of freestanding signs that will be permitted per property is two.** The maximum height of signs is 45 feet, except that signs located within 660 feet of a U.S. highway and more than 660 feet from a residential district have a maximum height of 65 feet. **Signs shall not be located in any vision triangle area of 15 feet at street intersections.** Temporary signs are permitted that comply with [section 44-50\(f\)\(4\)](#).

RECOMMENDATION: This Item is for discussion

Village of Little Chute

REQUEST FOR PLAN COMMISSION CONSIDERATION

ITEM DESCRIPTION: Short Term Rentals

REPORT DATE: 2/4/2021

EXPLANATION:

In September, the Plan Commission had a discussion on Sort Term Rentals. From this discussion it was determined that staff should conduct further research and draft an ordinance for further discussion. After reviewing approaches from other communities, the below draft of an ordinances on this matter was created.

Sec. 44-13.

(6) Short Term Rentals. . The following provisions are applicable to short term rentals in residential districts provided the primary use of the property is residential and is the primary residence of the owner. If the property is tenant occupied the tenant may rent unit only if allowed by their lease and it is their primary residence.

Prior to occupancy as a short-term rental, the following shall be obtained by the local representative:

- 1) State of Wisconsin tourist rooming house permit;
- 2) State of Wisconsin sale and use tax permit;
- 3) Proof of registration with the county health department;
- 4) A lease agreement example provided that indicates language regarding compliance with parking, noise and other applicable Village ordinances being met during occupancy of the structure;
 - a) The number of occupants in STRs shall not exceed the limits set forth in the State of Wisconsin Uniform Dwelling Code and other applicable county and city housing regulations for residential structures based on the number of bedrooms within the unit.
 - b) STRs are issued to a specific owner of a short-term rental. STRs shall be terminated when the permit holder sells or transfers the real property which was rented, except for a change in ownership where the title is held in survivorship or transfers on the owner's death.
 - c) Availability of STRs to the public shall not be advertised on site.
 - d) STRs shall not violate any applicable conditions, covenants, or other restrictions on real property.
 - e) Alcohol may not be sold on site.

f) No recreational vehicle (RV), camper, tent or any other temporary lodging arrangement shall be permitted on site for the means of providing accommodations for occupants and/or guests of a short-term rental.

g) STRs shall comply with all requirements of this ordinance and all applicable standards of the Village of Little Chute Municipal Code.

h) Violations: Failure to comply with the requirements above shall constitute a violation of the provisions of this section. Disturbances or nuisances caused by the tenants of an approved STR which violate the Village Municipal Code, including but, not limited to, outdoor events and existing noise ordinances or state law, shall also constitute a violation. Penalties for each violation shall be imposed in an amount not to exceed \$500.00, including court costs, and may result in permit suspension or revocation.

In addition, the following definitions would need to be added:

Local representative: A property owner or his or her design who permanently resides within the city or a licensed property management company with a physically staffed office within the city who manages a short-term rental.

Short-term rental *permit (STRP)*: A permit issued by the village zoning administrator to the local representative for compliance with a short-term rental.

Short-term rentals (*STRs*): A dwelling unit in which paying guests are entitled to occupancy for a period less than 30 calendar days.

Short-term *vacation unit*: A dwelling unit which is provided for compensation to an occupant(s) for less than 30 consecutive calendar days, other than a bed and breakfast. For the purposes of this definition, compensation includes, but is not limited to, monetary payment, services or labor of employees.

RECEMENDATION:

Provided for Discussion



VILLAGE OF LITTLE CHUTE DEVELOPMENT PACKET



TABLE OF CONTENTS

Welcome Pg. 2
Introduction Pg. 3
Village Contacts Pg. 3
Site Plan Review Process Pg. 4
Site Plan Review Checklist Pg. 6
New Subdivisions, Condo Developments and P.U.D's Pg.11
Applicable Ordinance Sections/Covenants Pg. 12
Development Agreement/Fees Pg. 13
Services and Assistance Available Pg. 14

WELCOME

Nestled in the heart of the Fox River Valley on the eastern border of the City of Appleton and on the Fox River, the Village of Little Chute is Outagamie County's largest Village with a population of approximately 11,000 residents. Little Chute is a community proud of its Dutch heritage and its participation with our neighboring communities in the cultural, residential, business, and recreational life of the Fox Cities and Fox River Valley. The Village is a full-service municipality offering quality municipal services while maintaining a combined local municipal tax and utility rates that is among the lowest compared with the other incorporated communities in the Fox Cities Area.



INTRODUCTION

Purpose and Intent

The purpose of this guide is to assist you in following the development processes of the Village of Little Chute. It is intended to provide general information and guidance to help explain the process and is not meant to be comprehensive in explaining all requirements and approvals. For a comprehensive set of regulations see the Village ordinances.

VILLAGE CONTACTS

Name	Title	Email	Phone #
James Fenlon	Village Administrator	james@littlechutewi.org	920-423-3850
Laurie Decker	Village Clerk	Laurie@littlechutewi.org	920-423-3852
Dave Kittel	Community Development Director	David.kittel@littlechutewi.org	920-423-3870
Kent Taylor	Director of Public Works	kent@littlechutewi.org	920-423-3867
Chris Murawski	Village Engineer	chris@littlechutewi.org	920-423-3861
Adam Breest	Director of Recreation	adam@littlechutewi.org	920-423-3868
Mike McClone	Environmental Permitting Specialist	mike@littlechutewi.org	920-687-5329
Brett Jensen	Building Inspector	brett@littlechutewi.org	920-423-3871
Jerry Verstegen	Water Department (MCO)	jerryv@mco-us.com	920-858-7477
Daniel Meister	Chief of Police	daniel.meister@fvmpd.org	920-788-7505
Marty Marasch	Fire Inspector	firedept@littlechutewi.org	920-788-7399

UTILITY CONTACTS

Name	Phone #
Kaukauna Utilities	(920)766-5721
WE Energies	Residential 800-242-9137 Business Care Center 800-714-7777
AT&T	800-288-2020
Spectrum	800-640-3990

MEETING SCHEDULE

May be applicable if rezoning, conditional use, or other items are necessary for a proposed project. Submit at least two weeks before the scheduled meeting for consideration to be on the next agenda. Some processes, like a site plan review, may need more time. Please contact the Community Development Director for details.

Village Board

1st and 3rd Wednesday of each month

Plan Commission

2nd Monday of each month



SITE PLAN REVIEW PROCESS

The Site Plan Review process is required for all new or modified Commercial, Industrial, Institutional and Multi-family uses, listed under the Zoning Ordinance. For the site plan review process the Community Development Director is the main point of contact. The Community Development Department, along with the other Village departments, will review the Site Plan. The Applicant will be notified as soon as possible of additional information/requirements to make the Site Plan complete and in compliance with Village codes for approval of the plan. Depending on the Development there may need to be approval from the Plan Commission and the Village Board.

STEP 1: Pre-Submittal Meeting

To ensure a streamline project review, applicants are expected to meet with the Community Development Director to go over the site plan review process. Applicants are strongly encouraged to bring a conceptual lay out of the project and a general description of the project. This meeting also helps to identify any potential site-specific issues early in the process and well as provide contact information for key staff members.

STEP 2: Site plan submittal

After the pre-submittal meeting, a [site plan review application](#) is to be completed as well as fees paid. Staff will review the submittal to ensure all necessary information was provided and it is in compliance with all applicable municipal regulations and covenants. From this review staff will prepare a list of issues, concerns, and comments. This review process may take up to 30 days.

STEP 3: Revisions

During the review of the site plan a list of issues, concerns, and comments will be created. This list will then be sent to the applicant for revisions. The applicant shall revise the plans and provide a brief description on how each item was addressed.

STEP 4: Final Review and Approval

Upon return of revisions, Village staff will again review the application to ensure the issues identified have been adequately addressed. Once it is determined that all issues have been satisfactorily addressed and the development meets all requirements an approval letter will be sent to the applicant. Note, that some site plans will need approval from the Plan Commission and or the Village Board. If this is the case, this will be identified during step 1.



STEP 5: Building Permit

Once the applicant has secured a development approval letter, they may then file for a building permit. For commercial and industrial developments, the Village requires the applicant to submit a completed commercial building permit application along with one original stamped set of the state-approved building, HVAC, plumbing, and fire suppression plans prior to issuance of a Village building permit. All contractors must be licensed with the State of Wisconsin. On occasion, applicants, or their representatives request permission to start work prior to full development approval. The following activities may be permitted **ONLY** if the required plans and approvals are first obtained by the applicant, and then they may **ONLY** proceed at their own risk.

- ❖ Grading/excavation—requires a Wisconsin DNR land-disturbing permit and approval by the Village.
- ❖ Installation of water/sewer laterals—requires an exterior plumbing plan approved by the State of Wisconsin or a ‘permission to start’ letter for plumbing from the State if State submittal required
- ❖ Footing and foundation—requires a building plan approved by the State of Wisconsin or a ‘permission to start’ letter from the State.
- ❖ Interior plumbing—requires a plumbing plan approved by the State of Wisconsin or a ‘permission to start’ letter from the State if State submittal is required.
- ❖ Building and HVAC—requires a building plan approved by the State of Wisconsin. Fire Alarm—requires a fire alarm plan approved by the State of Wisconsin.
- ❖ Fire suppression—requires a fire suppression plan approved by the State of Wisconsin.

STEP 6: Certificate of Occupancy

Upon building completion, the applicant may request a final inspection and a certificate of occupancy. Contact the Village Building Inspector for details. All commercial projects need to have completed a Compliance Statement and ensure all State of Wisconsin Department of Safety and Professional Services requirements have been met.

STEP 7: Certificate of Compliance

This certificate shall show that the structure, premises, or use is in conformity with the provisions of the Villages zoning chapter. This step will occur in conjunction with Step 6, and is detailed in Section [44-463](#) of the Villages code of Ordinances.



SITE PLAN REVIEW 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 you will avoid 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. An example of a Site Plan with all the requirements is available upon request.

NOTE: If approval is needed by the Plan Commission or Village Board the submitted Site Plan will be a part of the agenda and part of the public record.

A Site Plan Set consists of the following information:

1. All full size sheets shall be of uniform size recommended at 24" x 36".
2. All plans are recommended to be drawn to a 1" = 20' scale. The same scale must be used for all full size plans.
3. All sheets shall be numbered.
4. The signature of the surveyor, engineer, or architect who is responsible for plan preparation is required on all sheets in the Final Set of (5) five. These shall be dated with revision date(s) stated.
5. Provide Digital copies as well and any CAD files to assist in the Review process.

All major site plans shall include as a minimum all of the following items of information:

Title, Site Plan Layout & Streets Sheet

- 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.
- Location map.
- Name, address and phone number of the record property owner and site plan preparer (include fax number if available).
- The signature of the surveyor, engineer or architect who is responsible for site plan preparation along with the revision date(s) clearly marked on the plan.
- North arrow, date of preparation, revision dates and scale.
- Name(s) of adjacent or surrounding streets.
- Recorded property lines and their dimensions.
- The total land area in the development including the percentage of lot coverage for all impervious surface areas.
- The 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 and their locations on the parcel.
- Identify what types of products will be manufactured, sold and/or stored onsite.
- Identify all types of hazardous materials to be stored on site. If none, state "No hazardous materials will be stored on site".



- Identify if there will be food and/or beverage sales, a public swimming pool, whirlpool, or overnight lodging at this location.
- If buildings are to be removed, the site plan shall so indicate.
- A note shall appear on the site plan that indicates the calculations for parking and loading requirements which must identify: all existing uses on the property; the number of existing, proposed, and future employees based on a five (5) year projection; the gross floor area and useable floor area for existing buildings, expanded buildings and proposed buildings; a calculation of required handicapped accessible parking spaces. Any joint use of parking must be in writing, approved by the Planning Director, signed by both parties involved and attached and recorded in the Register of Deeds Office.
- Show barriers, curbing, or wheel stops.
- Existing and proposed driveways and parking lots including: pavement markings to show traffic flow; parking stall sizes and layout; handicap stalls and ramps; loading zone; driveway widths and radii or flares on driveway aprons to public streets. For parking areas, identify all 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."
- If existing curb cuts are to be abandoned, the statement "Curb cut will be closed per Village of Little Chute standards" shall be clearly noted on the site plan.
- For drive-through uses, show vehicle stacking spaces and pedestrian access to entry doors that do not cross drive-through lanes.
- Provide recycling calculations and locations according to the State Building Code.
- Identify all existing and proposed sidewalks with grade elevations and handicap access at driveways.
- Identify snow storage areas located outside of setbacks, in required parking areas and vision clearance triangles.
- Dimensions of all required yard setbacks for buildings and off-street parking.
- The location and extent of all existing and proposed outdoor storage and outdoor display.
- The 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.
- The location of all mechanical equipment and the type of screening provided.
- Location of existing and proposed signage, sign elevation showing the height of sign to grade, height and face dimensions, colors, typeset, materials, lighting, and orientation of signage.
- Location, height, elevations, and materials of all fences or retaining walls.
- Location, size and use of any buildings, driveways, and public rights-of-ways within fifty (50) feet of property lines and driveways.
- Identify the types of fire protection/detection systems will be used.
- Show on-site fire hydrants, Fire Department hose connections, and the respective flow calculations to meet the International Fire Code for installed fire protection systems.
- Identify the location and presence of all fire related wall assemblies.
- Identification of the class of construction in accordance with State Building Code.



- Identify streams, wetlands, channels, ditches and other watercourses on the site and on adjacent properties.
- Identify the 100-year floodplain, including flood fringe, floodway and flood storage areas.
- Identify storm water flow, directions, detention, and management facilities.
- Identify all open space that will remain undisturbed and undeveloped.
- Multi-family residential projects shall include additional information that identifies the total acres of subject property, the total number of dwelling units and density per acre and the percentage of proposed site covered for buildings and hard-surfaced areas as opposed to green space and landscaping.

UTILITIES, GRADING & DRAINAGE PLAN

- When abutting a site plan project, any public right-of-way shall be identified with 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 and other improvements. Elevations of sidewalks at property lines and elevations to indicate handicap accessibility shall be identified. The following statement shall be clearly noted on the site plan, *"Any existing sidewalk damaged during construction shall be replaced as a part of this project"*.
- Locate and label, whether underground or overhead, all existing and proposed utility lines and easements with sizes and material designations, and slopes (as needed), including 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.
- Calculate drainage area for each catch basin. Indicate the size and slope of utility lines that will be tapped into the adjacent street.
- 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. If existing utilities are to be abandoned, clearly state the method of abandonment.
- State the provider of sanitary and water if not provided by the Village of Little Chute and provide written documentation of approval from said provider.
- Identify all 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, how many drainage fixture units and public mains for connection.
- Identify all existing and proposed water mains and laterals, including easements, size, depth, materials, tracing wires, hydrants, method of connection valves, meters, plumbing code calculations, how many water supply fixture units and public mains for connection.
- Identify all existing and proposed storm sewer mains and laterals, including the 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 foot of roof area and public systems for connection.
- Identify 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, and flow path for run-off leaving the site including the public system adjacent to or for connection.

- Identify existing topography (by dashed lines) at one (1) foot intervals and proposed grade elevations for the building, parking lot, catch basin inlet, rim and invert elevations, drives, surrounding open areas and including all property within fifty (50) feet using contour lines and spot elevations and drainage flow arrows as needed to define drainage patterns.
- List all existing and proposed grades for first floor elevations and catch basin inlet rim and invert elevations.
- Show details of all existing and proposed retaining walls, swales, and inlets.
- Provide cross-sections for all pavement and identify depth of base gravel base and thickness of hard-surfaced pavement (concrete or asphalt compacted).

EROSION CONTROL PLAN

- Provide all erosion control information.
- The Erosion Control Plan must show: (1) existing site conditions, (2) site construction information, and (3) final site conditions. Depending upon the complexity of the site, 1 – 3 sheets may be needed.
- Show site boundaries, adjacent lands, and label each parcel.
- Show lakes, streams, wetlands, channels, ditches, and other water courses on the site and adjacent lands.
- Locate the 100-year floodplain including flood fringe, floodway, and flood storage.
- Locate and identify the predominant soil types and the existing vegetative cover.
- Locate and provide dimensions of on-site and off-site storm water drainage systems and natural drainage patterns on and immediately adjacent to the site, and the

size, slope, and land cover of the upslope drainage areas.

- Locate and provide dimensions of utilities, structures, roadways, highways, and paving.
- Show proposed final finished topography at a contour interval not to exceed one-half (1/2) foot (a 5-foot contour is acceptable for slopes greater than 20%).
- Locate all proposed land disturbing activities or land developing activities.
- Locate and provide dimensions of all site erosion control measures necessary to meet ordinance requirements.
- Show trees to be protected during construction by placing a barrier beyond the drip line of the tree canopy.
- Provide a written commitment on the face of the plan to maintain erosion control measures during construction.
- Show temporary seeding and/or mulching measures during the project time frame.
- Show the location of on-site soil stockpiles.
- Include a chronological sequence of land disturbing, construction, and erosion control activities, including temporary or permanent stabilization, with a schedule and timeframe.
- Show the final site conditions, including final vegetation or other ground cover.

LANDSCAPE & LIGHTING PLAN

- Identify 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.
- Locate all trees over six (6) inches in diameter and indicate whether they will remain, be relocated, or be removed. Identify any other significant vegetation that is to remain and the means of protection during construction.



- 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, and outdoor storage from adjacent residential districts and the public right-of-way.
- Identify the finished height and width of landscape elements. Provide 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.
- Identify type of temporary and finishing materials, including seeded grass, sod, type of mulch in planting beds, pavers, concrete, and asphalt.

ARCHITECTURAL & CONSTRUCTION PLANS

- Provide dimensioned elevations of all exterior walls (photographs may be substituted for existing elevations to remain unchanged).
- Identify the size of basement/below grade space or clearly mark “not below grade space” on the site plan.

- Identify by list the type of roof, wall and all trim materials, colors, and textures.
- Changes or additions to existing buildings or materials clearly identified.

FLOOR PLANS

- Provide standard floor plans of all floors including the basement.

The Community Development Director may require additional information or may waive submission requirements as deemed necessary for thorough and efficient review.



NEW SUBDIVISIONS, CONDO PLATS & P.U.D's

For new Subdivisions, Condo plats and Planned Unit Developments, [Section 42](#) of the Village of Little Chute Code of Ordinances covers all of the specific requirements/process. A brief synopsis of the process for each of these is below with links to specific ordinances along with additional information to assist in ensuring a smooth process and a higher quality development.

Subdivisions

For new subdivisions, a preliminary and final plat are required with specifications described in [Section 42](#) of the Village's Code of Ordinances. The regulations are designed to lessen congestion in the highways and streets; to foster the orderly layout and use of land; to secure safety from fire, panic and other dangers; to provide adequate light and air; including access to sunlight for solar collectors and to wind for wind energy systems; to discourage overcrowding of the land; to protect the community's agriculture base; to facilitate adequate provision for transportation, public water and sewerage, schools, parks, playgrounds and other public necessities; and to facilitate the further division of large tracts of land into smaller parcels. The regulations are made with the reasonable consideration of, but not limited to, the present character of the village and its environs, with the objectives of conserving the value of the land and improvements placed thereon, providing the most appropriate environment for human habitation, encouraging commerce and industry, protecting farming and open spaces, and providing for the most appropriate use of land in the village.

Condo Plats/Developments

A condominium development is the creation of multiple, distinct property entities at or near the ground surface, subject to property taxation as separate parcels, with each property entity having different ownership and management. The village determines that this factor makes a condominium development dissimilar, both physically and in ownership, from developments in which the land and improvements are under unitary ownership, management, and control. Thus, the village board hereby finds that new condominium developments can place impacts on community resources in the same manner as other new developments which are characterized by division of land into lots. For details on what portion of the Village's Ordinances apply for Condo developments see [Section 42-8](#).

Planned Unit Developments (P.U.D)

The intent of the planned unit development provisions is to encourage quality and desirable development by allowing for greater flexibility and design standards for projects conceived and implemented as comprehensive and cohesive developments. Regulations are established to permit and encourage diversification, variation and imagination in the relationship of uses, structures, and heights of structure; to encourage the preservation of open space; and to encourage more rational, economic development with respect to the provisions of public services. For all the specific regulations see [Section 44 Article III](#).



APPLICABLE ORDINANCE SECTIONS AND COVENANTS

When going through our review process, Village staff ensures the submitted plans are in compliance with our code. The Village's Municipal Code is available online through our website, and the link is provided below. The following is a quick reference to the most commonly referenced code sections used to prepare development plans. This list is not intended to be all-inclusive; fire and building codes will be taken into consideration during review. If there are any questions from the applicant or their consultants contact the Community Development Director at 920-423-3870.

NOTE: Any projects located in the Central Business district need to comply with the Village of Little Chute Design Manual and you must submit an application to the Design Review Board to ensure the building façade fits with the "Old European" look of the downtown.

Covenants and Manuals:

[Little Chute Business Park Covenants](#)

[Little Chute Design Manual](#)

[Forestry Manual](#)

Municipal Ordinances:

All Village Ordinances available online at:

https://library.municode.com/wi/little_chute/codes/code_of_ordinances

For commonly referenced chapters see below:

Zoning: [Chapter 44](#)

[Chapter 44 Article II. Zoning Districts](#)

[Chapter 44 Article VII. Signs and Billboards](#)

[Chapter 44 Article VIII. Performance Standards for Industrial and Commercial Development](#)

[Chapter 44 Article XV Highway Overlay District](#)

General Requirements:

[Chapter 40 Article V Driveways](#)

[Chapter 42-Subdivision Regulations](#)



Development Agreement/Fees and Forms

If a development project is to include any public infrastructure or need additional facilities a development agreement will be required. Every project is different, and the size and scope of the project directly affect which permits and fees that apply. Please check with staff to confirm the fees for your project.

Building permit Fees

- [Building Permit Fees](#)
- [Building Permit forms/applications](#)
- [UDC New Single family / Two Family](#) (online application)

HOV Connection Fee

- [Sewer Use Connection Fee](#)

Zoning Fees

- [Zoning related Applications and Permits](#)

Public Works

The Department of Public Works requires permits to be taken out for work to be done with the street right-of-way. Village of Little Chute requires a **Bond** in the amount of **\$25,000.00** indemnifying holding harmless the Village of Little Chute for any suit or claim by reason of the excavation and construction. **Liability insurance** of not less than **\$500,000.00 per one person, \$500,000.00 for one accident and property damage coverage of not less than \$1,000,000.00**. The policy shall name the village as the third party insured.

- [Permits issued by Public Works and fees](#)
- [Permit Forms](#)
- [Fee schedule for Erosion Control](#)

Other

- Fee in lieu of park land dedication ([Section 42-158](#))
- Park impact fee \$500/ dwelling unit and is included/collected as part of Building Permit process more information can be found in [Appendix B](#) of the Village Code of Ordinances



Services and Assistance Available

Tax Increment Financing

The Village of Little Chute has five Tax Incremental Finance Districts. Certain projects, such as assistance with infrastructure improvements, may be fully or partial funded through such financial districts dependent upon location and project.

[Map of Tax Incremental Districts](#)

Façade Renovation Financial Assistance Program

To encourage business owners to reinvest in downtown Little Chute and other commercial areas within the Village and to financially assist with implementing the requirements of the [Little Chute Design Manual](#), the Village of Little Chute has created a [Business Improvement/Facade Renovation Financial Assistance Program](#) to assist in the exterior renovations of these otherwise sound and vital properties within the Village.

Micro Loan

The Village of Little Chute Small Business Micro Loan Program was created by the Little Chute Village Board to assist small businesses in the Village with financing assistance and alternatives that cannot be provided through the Village's Revolving Loan Program because of Wisconsin Department of Commerce imposed requirements pertaining to the use of Revolving Loan Funds. In some cases, the Village may recommend combining both the Village's Micro Loan Program and the Village's Revolving Loan Program to assist a business/project with funding. The Village's Micro Loans to small business will typically be smaller loans with the maximum loan to any one business capped at \$30,000 from the Micro Loan Fund and the loans only being available to small businesses in the Village with 10 or few employees.

[Village Revolving Loan Fund/Micro Loan Fund Application](#)

[Village Small Business Micro Loan Fund Manual](#)

Business Planning Assistance (E-Seed Program)

The development of a business plan is key tool to starting and expanding a successful business. A detailed description of the E-Seed program and the registration materials for the 12-week course can be viewed at the [E-Seed website](#), hosted by Fox Valley Technical College. All registrants are encouraged to apply for ETP funding available from Wisconsin Small Business Development Centers. Approved applicants receive 75% tuition assistance provided they submit a comprehensive business plan at the conclusion of E-Seed series.