

**VILLAGE OF LITTLE CHUTE
SITE PLAN REVIEW APPLICATION**

PLEASE SUBMIT 4 FULLSIZE AND 4 (11 X 17) SETS OF DRAWINGS ALONG WITH THIS
APPLICATION AND COMPLETED CHECKLIST

SITE ADDRESS _____

LEGAL DESCRIPTION _____

PROPERTY OWNER(S) _____ **TELEPHONE** _____

ADDRESS/ZIP _____ **FAX** _____

APPLICANT _____

CHECK: ____ Architect ____ Engineer ____ Surveyor ____ Attorney ____ Agent ____ Other

ADDRESS _____ **TELEPHONE** _____

CITY/ZIP _____ **FAX** _____

DESCRIBE IN **DETAIL** THE TYPE OF BUSINESS BEING PROPOSED AND/OR USE OF PROPERTY _____

GROUND FLOOR ELEVATION _____ LOT SIZE _____ FLOOR AREA _____

NUMBER OF STORIES IN BLDG _____ BASEMENT _____ YES _____ NO BUILDING HEIGHT _____

TOTAL CURRENT EMPLOYEES _____ EMPLOYEES ADDED BY EXPANSION _____

IMPERVIOUS SURFACE COVERAGE SQ. FT _____ # OF PARKING SPACES _____

**I CERTIFY THE ATTACHED DRAWINGS ARE, TO THE BEST OF MY KNOWLEDGE, COMPLETE AND
DRAWN IN ACCORDANCE WITH ALL APPLICABLE CODES.**

APPLICANT SIGNATURE _____ **DATE** ____/____/____

44-387(f)	Site plan review fee	\$300.00
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NOTE: BUILDING DESIGN PLANS: TWO SETS OF FLOOR PLANS ALSO NEED TO BE SUBMITTED.

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

SITE PLAN REVIEW PROCEDURES

Site Plan Review is an administrative process that is held after the completed plans are received. The Site Plan Review process is required for all new or modified Commercial, Industrial, Institutional and Multi-family uses, listed under the Zoning Ordinance.

Early in the process, consult the Site Plan Application Checklist (attached) for a complete list of plan requirements and consult the Community Development Director for initial reaction and assistance. In addition, please notify utility companies regarding your proposed development.

Eight total sets of plans and one application per Site Plan must be submitted to the Community Development Director. The Site Plan Set will include Site, Parking, Paving, Utilities, Grading, Drainage, Erosion Control, Landscape, Architectural Elevations, Photometric, Noise Evaluation, and Signage Plans. In addition, two sets of Floor Plans need to be submitted.

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.

When a revised Site Plan is resubmitted, at least five signed and dated copies of the Major Site Plan are needed. The Community Development Director will approve, approve with conditions, refer back for changes, or deny the design of the project plan. Once the Major Site Plan is approved, a signed copy and approved application are given to the Applicant, the Owner, and also placed on file in the Community Development Department. The approval of a Site Plan shall remain valid for one (1) year. Please note, Site Plan approval does not constitute approval of a Building Permit, Paving or any required approvals for a curb cut from the Department of Public Works.

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 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.

APPLICATION FORM AND SITE PLAN SET

Application forms are available from the Community Development Department and shall 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 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 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 schedule an appointment with the Community Development Director. DO NOT just drop off plans, as this will delay acceptance.** Plans will not be accepted for processing until staff has completed an initial review. An incomplete application or a Site Plan set lacking complete information will be refused acceptance.

THE RECOMMENDED FORMAT FOR A COMPLETE APPLICATION SHOULD INCLUDE:

- A completed Site Plan Application Form
- Calculations for sanitary sewer and water
- Calculations for storm sewer design
- All Site Plan Sets to include:
 - Sheet 1 – Title Sheet, Site Plan Layout & Streets
 - Sheet 2 – Utilities, Grading & Drainage Plan
 - Sheet 3 – Erosion Control Plan
 - Sheet 4 – Landscape & Lighting Plan
 - Sheet 5 – Architectural Elevations & Construction DetailsAny other plans or information deemed necessary by the Community Development Director.
- 2 Floor Plan Sets

Submit the completed applications, calculations and 12 Site Plan Sets to:

Community Development Director
108 W Main St.
Little Chute, WI 54140

SITE PLAN SET

Plans which are submitted for review shall be drawn to an appropriate scale on sheets of uniform size, recommended at 24" x 36". A total of four (4) complete folded full size and 4 (11X 17) sets shall be submitted to the Community Development Director.

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.

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

Sheet 1. 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. Location map.
- ___ c. Name, address and phone number of the record property owner and site plan preparer (include fax number if available).

- _____ d. 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.
- _____ e. North arrow, date of preparation, revision dates and scale.
- _____ f. Name(s) of adjacent or surrounding streets.
- _____ g. Recorded property lines and their dimensions.
- _____ h. The total land area in the development including the percentage of lot coverage for all impervious surface areas.
- _____ i. 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.
- _____ j. Identify what types of products will be manufactured, sold and/or stored on site.
- _____ k. Identify all types of hazardous materials to be stored on site. If none, state “No hazardous materials will be stored on site”.
- _____ l. Identify if there will be food and/or beverage sales, a public swimming pool, whirlpool, or overnight lodging at this location.
- _____ m. If buildings are to be removed, the site plan shall so indicate.
- _____ n. 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.
- _____ o. Show barriers, curbing or wheel stops.
- _____ p. 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.”
- _____ q. 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.

- ___ r. For drive-through uses, show vehicle stacking spaces and pedestrian access to entry doors that do not cross drive-through lanes.
- ___ s. Provide recycling calculations and locations according to the State Building Code.
- ___ t. Identify all existing and proposed sidewalks with grade elevations and handicap access at driveways.
- ___ u. Identify snow storage areas located outside of setbacks, in required parking areas and vision clearance triangles.
- ___ v. Dimensions of all required yard setbacks for buildings and off-street parking.
- ___ w. The location and extent of all existing and proposed outdoor storage and outdoor display.
- ___ x. 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.
- ___ y. The location of all mechanical equipment and the type of screening provided.
- ___ z. 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.
- ___ aa. Location, height, elevations and materials of all fences or retaining walls.
- ___ bb. Location, size and use of any buildings, driveways and public rights-of-ways within fifty (50) feet of property lines and driveways.
- ___ cc. Identify the types of fire protection/detection systems will be used.
- ___ dd. 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.
- ___ ee. Identify the location and presence of all fire related wall assemblies.
- ___ ff. Identification of the class of construction in accordance with State Building Code.
- ___ gg. Identify streams, wetlands, channels, ditches and other watercourses on the site and on adjacent properties.
- ___ hh. Identify the 100-year floodplain, including flood fringe, floodway and flood storage areas.
- ___ ii. Identify storm water flow, directions, detention, and management facilities.
- ___ jj. Identify all open space that will remain undisturbed and undeveloped.

- ___ kk. 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.

Sheet 2. Utilities, Grading & Drainage Plan

- ___ a. 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”*.
- ___ b. 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.
- ___ c. Calculate drainage area for each catch basin. Indicate the size and slope of utility lines that will be tapped into the adjacent street.
- ___ d. 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.
- ___ e. 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.
- ___ f. 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.
- ___ g. 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.
- ___ h. 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.

- ___ i. 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.
- ___ j. 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.
- ___ k. List all existing and proposed grades for first floor elevations and catch basin inlet rim and invert elevations.
- ___ l. Show details of all existing and proposed retaining walls, swales, and inlets.
- ___ m. Provide cross-sections for all pavement and identify depth of base gravel base and thickness of hard-surfaced pavement (concrete or asphalt compacted).

Sheet 3. Erosion Control Plan

Provide all erosion control information as follows:

- ___ a. 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.
- ___ b. Show site boundaries, adjacent lands, and label each parcel.
- ___ c. Show lakes, streams, wetlands, channels, ditches, and other water courses on the site and adjacent lands.
- ___ d. Locate the 100-year floodplain including flood fringe, floodway, and flood storage.
- ___ e. Locate and identify the predominant soil types and the existing vegetative cover.
- ___ f. 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.
- ___ g. Locate and provide dimensions of utilities, structures, roadways, highways, and paving.
- ___ h. 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%).
- ___ i. Locate all proposed land disturbing activities or land developing activities.
- ___ j. Locate and provide dimensions of all site erosion control measures necessary

to meet ordinance requirements.

- ___ k. Show trees to be protected during construction by placing a barrier beyond the drip line of the tree canopy.
- ___ l. Provide a written commitment on the face of the plan to maintain erosion control measures during construction.
- ___ m. Show temporary seeding and/or mulching measures during the project time frame.
- ___ n. Show the location of on-site soil stockpiles.
- ___ o. Include a chronological sequence of land disturbing, construction, and erosion control activities, including temporary or permanent stabilization, with a schedule and timeframe.
- ___ p. Show the final site conditions, including final vegetation or other ground cover.

Sheet 4. Landscape & Lighting Plan

- ___ a. 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.
- ___ b. 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.
- ___ c. 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.
- ___ d. 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.
- ___ e. Identify type of temporary and finishing materials, including seeded grass, sod, type of mulch in planting beds, pavers, concrete and asphalt.

Sheet 5. Architectural & Construction Plans

- ___ a. Provide dimensioned elevations of all exterior walls (photographs may be substituted for existing elevations to remain unchanged).
- ___ b. Identify the size of basement/below grad space or clearly mark “not below grade space” on the site plan.
- ___ c. Identify by list the type of roof, wall and all trim materials, colors and textures.

