



FOR OFFICE USE	
Application #	
Permit fee	\$300
Receipt #	
Account #	101-34110
Date Received	

Minor Site Plan Review Application (parking lots, additions < 10,000 square feet)

PROPERTY OWNER		APPLICANT	
Name:		Name:	
Mailing Address:		Company:	
City/State/Zip:		Address:	
Phone:		City/State/Zip:	
Email:		Phone:	
		Email:	
PROPERTY & PROJECT INFORMATION			
Parcel Number:			
Site Address/Location:			
Current Zoning:		Proposed Zoning:	
Current Use:		Proposed Use:	
Current number of employees:		Proposed number of employees:	
Existing building floor area:		Proposed building floor area:	
Existing number of parking stalls:		Proposed number of parking stalls:	
Percent of existing impervious surface:		Percent of proposed impervious surface:	
Describe the proposed project:			
Applicant Statement			
I certify that the information provided on this form is complete and accurate and hereby agree to comply with all applicable statutes of the State of Wisconsin and ordinance of the Village of Little Chute, Wisconsin. I further understand that the issuance of this permit creates no legal liability, express or implied, on the Village of Little Chute.			
Applicant/Owner Signature:		Date:	

Village of Little Chute
108 W Main St.
Little Chute, WI 54140

Community Development Department
PH: (920) 423-3870
Email: jessica@littlechutewi.org

MINOR SITE PLAN REVIEW PROCEDURES

Site Plan Review begins after a complete submittal is received. The Minor Site Plan Review is required for all additions to Commercial, Industrial, Institutional and Multi-family uses that are less than 10,000 square feet and parking lot construction and/or expansions.

Early in the process, review the Site Plan Application Checklist for plan requirements and consult the Community Development Director for guidance. Additionally, inform utility companies about the proposed development.

Submit the completed application, fee and required plans to the Community Development Director. Staff will review the submission and notify you of any missing information. Only complete applications and plans will be accepted for processing.

The Community Development Department and other Village departments review the Site Plan and provide written feedback. Applicants must submit revised plans addressing these comments via email in PDF format. Once all issues are resolved and the plans comply with Village Municipal Codes, the Community Development Director will approve or conditionally approve the Site Plan. The Site Plan approval shall remain valid for one (1) year. Please note, Site Plan approval does not constitute approval of a Building Permit, driveway permit, right-of-way permit or any required approvals from the Village.

SITE PLAN CHECKLIST

The Site Plan Checklist outlines required information for a complete Site Plan Submittal and helps applicants complete the Site Plan Review efficiently. It is our hope that by providing a very detailed list of information needed on the Site Plan submittal, review time will be kept to a minimum and you will avoid delays from incomplete plans.

COMPLETE SUBMITTAL INCLUDES:

1. Completed Site Plan application and fee (check made payable to Village of Little Chute)
2. Calculations for sanitary sewer and water
3. Calculations for storm sewer design
4. Stormwater Management Plan (if applicable)
5. Site Plan set that includes the following:
 - a. Title Sheet and Site Layout (existing & proposed)
 - b. Utilities, Grading & Drainage Plan
 - c. Erosion Control Plan
 - d. Landscape & Lighting Plan
 - e. Architectural Elevations
 - f. Floor Plan(s)
 - g. Any other plans or information deemed necessary by the Community Development Director
6. **ONE hard copy full plan set and digital copy in pdf format**

Submit the completed application and materials to:

Village of Little Chute
Community Development Department
108 W. Main Street
Little Chute, WI 54140
jessica@littlechutewi.org

SITE PLAN PREPARATION CHECKLIST

This checklist should be used to ensure 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. Site Plan approval does not negate the Building Code requirements. Amendments to the Site Plan may be required to fulfill other Code requirements.

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. Revision dates shall be added to the plans.

All site plans shall include the following 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 and pervious surface areas. Include existing and proposed roof, pavement and open space area.
- ☐ Occupancy classification of each structure as identified in the State Building Code and the proposed use.
- ☐ If buildings are to be removed, the site plan shall so indicate.
- ☐ Calculations for parking including:
 - All existing uses on the property
 - The number of existing and proposed employees
 - The gross floor area for existing and proposed buildings
 - 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
- ☐ 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.
- ☐ Identify all existing and proposed sidewalks with grade elevations and handicap access at driveways.
- ☐ Dimensions of all 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.
- ☐ Location of 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, height, elevations and materials of all fences or retaining walls.
- ☐ 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 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.
- ☐ 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 gravel base and thickness of hard-surfaced pavement (concrete or asphalt compacted).

Erosion Control Plan

- ☐ 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.
- ☐ 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. Provide photometric plan showing light levels at the property line. Light fixture cut sheets are required and cut off fixtures are required.
- ☐ Provide landscape buffering and screening per the Zoning Code.
- ☐ 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 type of roof, wall and trim materials, colors and textures.
- ☐ Changes or additions to existing buildings or materials clearly identified.
- ☐ Provide standard floor plans for all floors including the basement.

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