



Site Plan Review Application

Town of Winneconne
 6494 County Road M
 Winneconne, WI 54986
 Phone: 920-582-3260 Fax: 920-582-3207
tn.winn@northnet.net

Contact Information

<i>Owner</i>		<i>Engineer/Architect</i>	
Name:	_____	Name:	_____
Company:	_____	Company:	_____
Address:	_____	Address:	_____
City/St/Zip:	_____	City/St/Zip:	_____
Phone:	_____	Phone:	_____
Fax:	_____	Fax:	_____
Email:	_____	Email:	_____

Property Information

Project Name: _____
 Site Address: _____ Tax Key #(s): _____
 Site Zoning: _____
 Current Land Use: _____
 Surrounding Land Uses: North: _____
 South: _____
 East: _____
 West: _____
 Proposed Use: _____ Proposed Zoning: _____
 Lot Size: _____ Structure Size: _____ Addition: _____
 Previous Occupant: _____
 Project Schedule: _____

Submittal Fees and Requirements

See Application Checklist for Additional Information

<i>Fees*</i>	<i>Plan of Operation</i>	<i>Site Plan</i>	<i>Architectural Plan</i>	<i>Utility Plan</i>	<i>Landscaping Plan</i>	<i>Stormwater & Erosion Control</i>	<i>Electronic Plans</i>
See current fee schedule.	Letter describing the business.	Meets the requirements of all applicable Chapters of the Town of Winneconne Code including, but not limited to Chapters 124, 252, 256, 258, 270, and 310				Meets the requirements of Chapter 258 of the Town Code	AutoCAD format and PDF files of plan sheets provided on CD or DVD
		4 copies – 24"x36" (or greater) & 10 copies – 11"x17"				1 copy w/ application &	

*Please make checks payable to the Town of Winneconne

Signatures

By the execution of this application, applicant hereby authorizes the Town of Winneconne and its agents to enter upon the property during the hours of 7:00 AM to 7:00 PM daily for the purpose of inspection. Applicant grants the Town of Winneconne and its agents even if applicant has posted this land against trespassing pursuant to Sec. 943.13 Wis. Stats.

Signature: _____ Date: _____



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General Information

A Site Plan is required for all new buildings and additions to existing buildings which alter the outside dimensions of the building or the internal function of the site, and the development of, or expansion of parking areas, including new or relocated signs (except for renovation of pre-existing signs). Developments subject to review are multiple dwellings of 3-units or more and all commercial, industrial, or public development and improvements.

Site Plan Review is authorized by Chapter 258 of the Town of Winneconne Code. The approval of a site plan shall remain valid for one year after date of approval, after which time the site plan shall be deemed null and void if the development has not been established or substantial construction commenced.

Procedure

The Town Plan Commission shall review the application and shall recommend approval to the Town Board only plans that meet the requirements of all applicable Chapters of the Town of Winneconne Code including, but not limited to Chapters 124, 252, 256, 258, 270, and 310.

1. **Informational Pre-application meeting (recommended):** The purpose of the pre-application meeting is to provide an opportunity for the applicant and plan commission to discuss the project, and for the applicant to gain information regarding the Town of Winneconne Code and Site Plan Review Requirements.
2. **Application:** The Town Clerk shall distribute copies of the completed Site Plan Review Application to the Town Plan Commission, Sanitary District, Building Inspector, Police and Fire Chiefs, and Town Chairperson for review and comment.
3. **Review:** The Town Clerk will distribute comments to the plan commission for consideration. Based upon compliance with the Town of Winneconne Code, the plan commission shall make a recommendation for approval, approval with conditions, or deny with reason in writing, to the town board for final action.
4. **Action:** The Town Board shall have the authority to approve, object or reject a site plan. The Town Board or its designee shall take action to approve, approve conditionally or reject the site plan within 60 days of submittal and shall state in writing any conditions of approval or reasons for rejection, unless the time is extended by agreement with the property owner. Failure of the Town Board or its designee to act within the 60 days, or extension thereof, constitutes denial of the site plan.
5. **Approvals, Conditional Approvals, or Denials of a Site Plan:** Any approvals, conditional approvals, or denials of a site plan will be specified in writing to the applicant.
6. **Building Permit:**
 - a. **Construction shall not commence until after the site plan is approved by the Town Board.** An approved site plan shall constitute a condition precedent for the issuance of a building permit.
 - b. A performance bond or financial guarantee, in accordance with the Developer's Agreement, if required, shall be submitted to the Town Clerk and must be approved in writing by the Town Chairperson prior to issuance of a building permit.



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Application Checklist

This checklist is intended to be a guide; all other requirements shall also be met.

Plan of Operation

___ Meet the requirements of Chapter 258.

___ In letter or report summary.

- Proposed use of the land and building(s)
- Total number of employees and hours of operation of the business
- Total occupancy of building (if restaurant, church or other assembly use);
- Total number of units (if residential)
- Number, type, and size of vehicles stored outdoors (recreational and commercial)

Building Plans

___ Meet the requirements of Chapter 258 and 310 of the Town of Winneconne Code.

- Elevations shall be provided and dimensioned for all proposed and existing structures
- Material and color samples shall be submitted and indicated on the plans
- Floor plans, for each story, and sections shall be drawn to sufficient detail so that all room sizes, wall openings, building projections, and location of all exterior HVAC and utility services equipment can be identified
- Details on fire detection, fire alarm, and other safety devices, including fire suppression, sprinkler, standpipe, and restaurant hood suppression systems shall be provided for review and be approved by the Town Fire Department
- Dumpster enclosure material and colors shall be indicated on the plans and should complement the building
- Multi-Family, Commercial and Industrial buildings shall conform to the design guidelines set forth in Chapter 310

Site Plan(s)

___ Meet the requirements of Chapter 256, 258 and 310 of the Town of Winneconne Code.

- Property boundaries and dimensions
- The location, footprint, outside dimensions, floor elevation, and square footage and distance to property lines of all buildings, structures, and freestanding signs shall be indicated
- Front, side, and rear yard zoning setback lines shall be indicated
- Proposed and existing grading at one (1) foot intervals +
- Existing/ proposed pedestrian and vehicular areas
- Location and dimensions of vehicle parking areas with the number of parking spaces labeled
- Location and dimensions of all existing/proposed easements
- The location and square footage of storm water facilities
- The location and type of outdoor lighting fixtures
- Outside storage areas identified (dumpsters, inventory, trucks, recreational vehicles, etc.)
- Location of wetlands/watercourses/floodplains & floodways and setbacks
- Location of Overlay District if applicable

Landscaping and Lighting Plan (may be included on the Site Plan)

___ Meet requirements of Chapter 258 and 310 of the Town of Winneconne Code.

- A Landscape Improvement Table showing the total area of site, total area of paving areas, the quantity, installation size, height of all trees and shrubs at the time of planting
- All plants shall be labeled and identified on the landscape plan
- Proposed and existing grading at two (2) foot intervals
- Location, species, and size of all existing trees that are six (6) inches or larger in diameter
- Bond or Letter of Credit
- Screening materials (fences, berms, retaining walls)
- The location of any proposed or required pedestrian/bike paths and of utility/drainage equipment and easements
- Existing watercourses and wetlands and setbacks
- Lighting plan prepared by a qualified electrical engineer, if new lighting is proposed

Utility Plan (may be included on the Site Plan)

___ Meet requirements of Chapter 252, 258, and 310 of the Town of Winneconne Code.

- Existing/proposed utilities and easements
- Location of utility, water, sanitary and storm sewer, stormwater, erosion control facilities and equipment
- Design Computations provided for proposed private storm sewer
- Wells and absorption field shown on the plan

Stormwater Management & Erosion Control Plan

___ Meet the requirements of the Winnebago County Code..

- Identify all temporary and permanent erosion control practices and measures which shall be implemented for the project



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Electronic Format

____ All plans, elevations, and sections shall be submitted to the Town Clerk electronically, in AutoCAD compatible format and PDF file format by CD/DVD disc.