

Commercial Site Plan

Application

Village of Weston/ETZ

Application #: _____

Payment: Credit Card Check No. _____



4747 Camp Phillips Rd
Weston, WI 54476

Date: _____

FULL COMPLETION OF THIS FORM IS REQUIRED FOR PROCESSING

SITE PLAN PROJECTS AND FEES

| | |
|---|--|
| <input type="checkbox"/> Minor Site Plan Amendment/Accessory Structure Plan Review | \$ 300.00 |
| <input type="checkbox"/> Site Plan Review (< 1 acre) | \$ 600.00 |
| <input type="checkbox"/> Site Plan Review (> 1 acre) | \$ 800.00 |
| <input type="checkbox"/> Partial Site Plan Review or Amendment/Revision to approved Site Plan - General Site Plan showing setbacks, Architectural Review & Facade, Landscape Plan, Parking Lot Plan, Utility Plan, Grading Plan, Erosion Control, (Stormwater Agreement & Stormwater Plan – see Drainage review fees) | \$ 200.00 Each as needed |
| <input type="checkbox"/> Add on - Plan Commission Review – Regular Meeting | \$ 200.00 |
| <input type="checkbox"/> Add on - Plan Commission Review – Special Meeting | \$ 420.00 |
| <input type="checkbox"/> New Construction: Large Retail/Commercial Services Development-Plan Commission Review (with CUP Application Fee) | \$850.00+\$10.00/Acre over 10 Acres = \$ _____ |
| <input type="checkbox"/> New Construction: Large Retail/Commercial Services Development (over 75,000 ft ²)-Plan Commission Review (with CUP Application Fee) | \$1000.00+\$10.00/Acre over 10 Acres = \$ _____ |

***Staff also reserves the right to forward site plan applications for Plan Commission review, which is an additional \$200.00 fee. All special exceptions from the Zoning Code require Plan Commission review and approval, which is an additional \$200.00 fee.**

EXPLANATION OF THE SITE PLAN APPROVAL PROCESS

The Site Plan approval processes are a requirement throughout the Village of Weston and its Extraterritorial Zoning (ETZ) within the Town of Weston for all non-residential construction projects. **Prior to submitting this site plan application, a zoning permit must be filed with and approved by staff or at a minimum a project narrative and operational plan supplied.** The site plan process is designed so that all proposed projects are reviewed to ensure that the requirements listed therein are upheld to the standards in which they are written and interpreted by the Zoning Administrator, as granted by this Chapter.

Staff shall be the approval authority for all site plans, except for the following circumstances:

- 1) The applicant has indicated on this application form a desire for Plan Commission action instead of Zoning Administrator action;
- 2) The application is filed concurrently with a rezoning or conditional use permit application, or both of the same site;
- 3) The site plan is a large Retail/Commercial Service Development as described in 94.10.04 ;
- 4) The site plan proposes public improvements other than driveway connections to public streets, sanitary sewer and/or water lateral connections to existing mains, or if the opinion of the Zoning Administrator requires such improvements;
- 5) The Zoning Administrator is unable to determine whether one or more of the standards for approval within subsection (6) will be met;
- 6) Review under subsection (5) reveals differences that cannot be resolved by the Zoning Administrator, following consultation with the Village Administrator;
- 7) A written agreement between the Village and Applicant requires Plan Commission approval of the site plan;
- 8) For projects in the ETZ area, the Town Board has adopted a resolution requiring the Extraterritorial Zoning Committee to determine all site plan applications instead of the Zoning Administrator.

Staff also reserve the right to forward site plan applications for Plan Commission review, which is an additional \$200.00 fee. Fees for any other proposed site plans that are not listed above shall be determined by the Zoning Administrator based on the complexity of the proposal and how it compares to the site plan projects and fees listed above.

Any changes to Plan Commission or Staff approved site plans must be provided to staff for re-review and re-approvals. There will be additional review fees charged to the applicant based on the types of plans needing re-approval at the rate of \$200 for each plan submitted above. If Plan Commission is required to be the approval authority, the applicant will also be charged the Plan Commission Regular or Special Meeting fee, whichever is relevant for the situation.

APPLICANT INFORMATION

Applicant Name: _____ Agent* Property Owner
Mailing Address: _____ Phone: _____
_____ Email: _____

* Agents must have a LETTER OF AUTHORIZATION from all property owners at the time of filing.

Property Owner: _____ **Contact Name:** _____
Mailing Address: _____ Phone: _____
_____ Email: _____

PROJECT SITE SPECIFICATIONS

Project Address: _____ Lot Size(ft²): _____
(Or PIN if no address) _____ Acres: _____
Property Zone: _____ Proposed Rezone*: _____
Current Future Land Use Designation: _____ Proposed Future Land Use Designation*: _____
Legal Description**: _____

*A separate application is required for all Rezoning, Conditional Use Permit and Comprehensive Plan Map Amendments.
**Can be provided as a separate document.

APPLICATION COMPLETENESS

Following a required pre-application meeting with Village Staff, the applicant shall submit a site plan application to the Planning and Development Department. The site plan application shall not be placed on an agenda as an action item unless the application is approved and certified as complete by the Zoning Administrator or their designee. The review of a site plan application for completeness shall occur within ten working days of application submittal, or else the application shall be considered complete. The Zoning Administrator shall notify the applicant of the date and time of the applicable Plan Commission or Extraterritorial Zoning Committee meeting if Commission or Committee review is required. Applications must be complete at least 10 days in advance of a Commission or Committee meeting to be scheduled for action at such meeting (as opposed to the subsequent meeting), except under exceptional circumstances as determined by the Zoning Administrator. **Failing to attach ALL OF THE REQUIRED COMPONENTS, when applicable, will result in the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded after 30 days of the application status being incomplete. Any fees collected in association with this permit shall not be refunded.**

CONTRACTORS' INFORMATION

Construction of all projects obtaining site plan approval shall be overseen by a professional construction manager or project manager, whose name and contact information shall be provided by the project owner to the Zoning Administrator in the space provided below.

Project Managing Firm: _____ **Contact Name:** _____
Address: _____ Phone: _____
_____ Email: _____

General Contracting Firm: _____ **Contact Name:** _____
Address: _____ Phone: _____

Email: _____

Engineer: _____

License: _____

Address: _____

Phone: _____

Email: _____

When Licensed Engineer or Architect Required. All proposed new construction and additions to multi-family residential and non-residential buildings shall require building elevations **stamped** by an engineer or architect licensed in the State of Wisconsin, except for buildings devoted to a storage or disposal land use listed in Section 94.4.06, a transportation land use in Section 94.4.07, an industrial land use in Section 94.4.08, or as otherwise approved by the Plan Commission or Extraterritorial Zoning Committee. All such elevations shall demonstrate compliance with Section 94.10.03 by showing the calculated percentages of all proposed exterior materials.

Architect: _____

License: _____

Address: _____

Phone: _____

Email: _____

Required Landscape Plan and Preparer Qualifications. All proposed landscape plantings to be located on the subject property shall be depicted on a landscape plan as to their location, type, and size at time of planting and maturity. All landscape plans required under this Article shall be prepared in accordance with landscaping best practices and by a licensed landscape architect, certified landscape designer, or another professional or individual skilled in landscape design. The Zoning Administrator shall have the right to reject any landscape plan that does not follow best practices and/or is not prepared by a person with such credentials or skills.

Landscape Contractor: _____

License: _____

Address: _____

Phone: _____

Email: _____

SITE PLAN REQUIREMENTS

The applicant shall provide the Zoning Administrator with the complete application certified by the Zoning Administrator, including an easily reproducible electronic copy. Except as otherwise allowed below or with the express approval of the Zoning Administrator, the application shall include the following information within the site plan or in supporting documentation to be considered complete:

Stamped Cover Page: Including original plan date, revised plan date(s), north arrow, graphic scale, legal description or plat of survey, legend, page index, contact list, and map of subject property.

Project Narrative: Brief summary and description of the proposed project.

Operational Plan: Including proposed land use(s), projected number of employees, residents, and maximum customer capacity. Contact the Planning & Development Department for a Sample Operational Plan.

Existing Conditions Site Plan

Demolition Plan

Site Plan: Including clearly labeled property lines and existing/proposed right-of-way lines with bearings and dimensions, all existing and proposed easement lines and dimensions with a legend explaining the plan of ownership and purpose, and all required building setback lines applicable to the zoning district, including setbacks from natural resource areas. The **Site Plan** should also include the following information:

1. All existing and proposed buildings, structures, and hard surfaced and graveled areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls. Label actual and proposed setbacks from all lot lines as well as the areas of impervious surfaces.
2. The Location and dimension of all access points onto public streets.
3. The location and dimensions of all on-site parking, including a summary of the number of parking stalls provided versus required by Chapter 94.
4. The location and dimension of all loading and service areas on the subject property (if applicable)
5. The location of all outdoor storage areas including dumpsters and the design and materials for all screening fences, including pre-approval from the contracted hauler on proposed design and location. Please complete the separate **Refuse and Recycling Application**.
6. The location of all outdoor areas for daily, seasonal, or longer-term sales, display, and/or collection of merchandise, including but not limited to donation drop-off boxes and vending machines (if applicable)
7. In the site plan legend, the following additional data for the subject property: proposed/existing zoning, lot area, total number, and type of residential dwelling units (if applicable), total gross floor area of buildings and outdoor storage space, landscape surface area along with percentage of site covered in green space and building height(s).
8. Plans and methods for fire control and suppression, which may include hydrants, sprinklers, alarms, and/or access rooms. Compliance with the Fire Code shall be required.

Utility Plan: Water Lateral: domestic water lines shall be directly tapped to the main and not branched off a fire suppression service.

1. Main to Curb Stop: 2" and smaller requires Type K copper. Larger than 2" requires ductile iron.
2. Curb stop to Building: 2" and smaller may be Type K Copper, HDPE or Pex. Larger than 2" requires ductile iron.

Grading Plan: At the same scale as the site plan; showing existing and proposed grades, finished floor elevations of all existing and proposed buildings; elevations of adjacent curbs, property lines, and street center lines; and retention walls and/or related devices.

Erosion Control Plan: Must meet applicable state and local requirements.

Stormwater Management Plan (If >= 1 acre of disturbance): The location of existing and proposed stormwater management and structures, along with any technical data required by the Director of Public Works to determine the adequacy of the proposed facilities.

1. Please provide DNR NOI (Notice of Intent) **(If >= 1 acre of disturbance)**.
2. Please provide a signed Stormwater Maintenance Agreement. (Sample can be provided)

Drainage Specification Worksheet: Please complete the separate required Drainage Specification Worksheet for the entire site.

Building Elevations: Elevation drawings, drawn to a recognized architectural scale, of proposed buildings or proposed remodeling of existing buildings to include exterior or roof mechanical equipment and lighting, and showing finished exterior treatment, with adequate labels provided to clearly depict exterior materials, texture, color, and overall appearance.

Lighting Plan & Cut Sheets: Include the location, type, fixture design, and cut-off angle of all exterior lighting, **including a detailed photometric plan** showing the distribution of light output across the property to the property lines.

Landscaping Plan: A detailed landscaping plan for the subject property at the same scale as the site plan showing the location, type, and size of all proposed landscaping. All landscape plans shall be prepared by a licensed landscape architect, certified

landscape designer, or another professional or individual skilled in landscape design as determined by the Zoning Administrator. The landscaping plan should also call out snow storage areas and proposed vents/mechanical units along with required screening for the units. Please complete the separate **Landscaping Calculation Worksheet**.

Signage Plan: The location, type, height, size, and lighting of all existing signage on the subject proper, and for proposed signage to the extent practical at the time. Multitenant retail centers and group developments shall provide a sign plan for the project that meets the submittal requirements of Sec. 94.13.02(2), includes proposed signable areas on building facades, and includes a group development sign with spaces for individual business identification if desired.

If hazardous materials are to be kept or stored on site, a written description of such materials and the operations involving such materials conducted on their property. The Village of Weston may also require a process safety management, risk management, containment, and emergency response program.

COMPARISON OF PROPOSED SITE PLAN WITH REQUIRED REVIEW CRITERIA

1. Have all standards of the Village zoning ordinance and other applicable Village, Town, State, and Federal regulations been met? Explain how, or why not (May consult with Zoning Administrator or designee).

2. Explain what measures you have taken so that the project will not endanger public health or safety.

3. Have adequate public facilities and utilities been provided to serve the site? If not, how will they?

4. How will stormwater and erosion be adequately managed?

5. How will disruptions to existing topography, drainage patterns, and vegetative cover be minimized?

6. How will traffic control and parking appropriate to the site and proposed land use be provided?

7. What measures will be taken to provide appropriate landscaping and open space areas?

8. How will the building(s) comply with architectural standards in Article 6 of the zoning ordinance?

REIMBURSEMENT FOR DEVELOPMENT REVIEW SERVICES

The Zoning Administrator, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 94.16.18(4) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

In the event the Village should chooses to exercise the above stated policy, and as stated in the Zoning Code, the applicant shall be notified and consulted with prior to Staff expending additional time that is not already built into the review process fee and/or the hiring of a professional consultant for the review, processing, and investigation of this application. The intent of the Zoning Administrator is to exercise this power in extreme and unusual circumstances or in the absence of the Zoning Administrator.

STATEMENT OF UNDERSTANDING AND SIGNATURES

By signing and dating below, I acknowledge that I have reviewed and understand the Village of Weston zoning ordinance and its standards of approval related to this application; read, understand, and accept my responsibilities under the reimbursement section above; submitted an application that is true, correct, and complete to the best of my knowledge; acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application; understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons; if this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and understand that the Village’s zoning ordinance and/or the conditions of development approval may specify timeframes within which I must take certain actions related to the development of the subject property, or risk having the approval being nullified. **Failing to attach all the required components will deem the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded within 30 days if the application status remains incomplete. Any fees collected will not be refunded.**

Signature of Applicant

Date

Property Owner Project Owner Project Manager

