

Commercial Site Plan

Application

Village of Weston/ETZ

Date: _____

Site Plan No. : _____

Payment: Cash Check No. _____

FULL COMPLETION OF THIS FORM IS REQUIRED FOR PROCESSING



5500 Schofield Ave
Weston, WI 54476

SITE PLAN PROJECTS AND FEES

<input type="checkbox"/> Accessory Structure Plan Review	\$ <u>100.00</u>
<input type="checkbox"/> Landscape Plan Review	\$ <u>100.00</u>
<input type="checkbox"/> Architectural Review	\$ <u>100.00</u>
<input type="checkbox"/> Parking Lot Plan or Drainage Review	\$ <u>300.00</u>
<input type="checkbox"/> Building Addition Plan Review (under 50% of the existing building)	\$ <u>300.00</u>
<input type="checkbox"/> New Construction-Staff Review	\$ <u>500.00</u>
<input type="checkbox"/> New Construction-Plan Commission Review	\$ <u>600.00</u>
<input type="checkbox"/> New Construction: Large Retail/Commercial Services Development-Plan Commission Review (with CUP Application Fee)	\$ <u>750.00+\$10.00/Acre over 10 Acres = _____</u>
<input type="checkbox"/> New Construction: Large Retail/Commercial Services Development (over 75,000 ft ²)-Plan Commission Review (with CUP Application Fee)	\$ <u>900.00+\$10.00/Acre over 10 Acres = _____</u>

***Staff also reserves the right to forward site plan applications for Plan Commission review, which is an additional \$100.00 fee. All special exceptions from the Zoning Code require Plan Commission review and approval, which is an additional \$100.00 fee.**

EXPLANATION OF THE SITE PLAN APPROVAL PROCESS

The Site Plan approval processes is 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.** 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 (**\$600.00 Fee**);
- 2) The application is filed concurrently with a rezoning or conditional use permit application, or both of the same site (**\$100.00 Discount from all fees**);
- 3) The site plan is a large Retail/Commercial Service Development as described in 94.10.04 (**\$750.00+\$10.00/Acre over 10 Acres for developments between 25,000 and 75,000 ft² or \$900.00+\$10.00/Acre over 10 Acres for developments over 75,000 ft²**);
- 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 of the site plan;
- 8) For projects in the ETZ area, the Town Board has adopted a resolution requiring Extraterritorial Zoning Committee to determine all site plan applications instead of the Zoning Administrator.

Staff also reserves the right to forward site plan applications for Plan Commission review, which is an additional \$100.00 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. Completed site plan with then be reviewed by staff.

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 and Comprehensive Plan Map Amendments.

APPLICATION COMPLETENESS

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. 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: _____

Licensed Architect Required. All proposed new construction and building additions shall require building elevations stamped by an architect licensed in the State of Wisconsin, unless otherwise approved by the Plan Commission. 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 by a licensed landscape architect, certified landscape designer, or another professional or individual skilled in landscape design as determined by the Zoning Administrator.

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 plus hard copies in a quantity directed by the Zoning Administrator. 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:

- The date of the original plan and the latest date of revision to the plan.
- A north arrow and a graphic scale.
- A legal description or plat of survey of the subject property.
- All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled.
- Delineations and labels of floodplains, shoreland-wetlands, shoreland areas, steep slopes, and other natural resource areas.
- All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose.
- All required building setback lines applicable to the zoning district(s), including setbacks from natural resource areas.
- A grading plan at the same scale as the main site plan; showing existing and proposed grades; finish floor elevations of all existing and proposed buildings; elevations of adjacent curbs, property lines, and street center lines; and retention walls and related devices.
- An erosion control plan, meeting applicable state and local requirements.
- The location of existing and proposed stormwater management and structures, along with any technical data required by the Director of Public Works or designee to determine the adequacy of the proposed facilities.
- Proposed land use or uses, with projected number of employees, residents, and maximum customer capacity (Should have been provided with the Zoning Permit Application)
- 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, labeling actual and proposed setbacks from all lot lines as well as the areas of all the impervious surfaces.
- The location and dimension of all access points onto public streets.
- The location and dimension of all on-site parking (and, if applicable, off-site parking), including a summary of the number of parking stalls provided versus required by Chapter 94.

- The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas.
- 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.
- 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.
- The location, type, height, 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.
- A detailed landscaping plan for the subject property at the same scale as the main 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.
- 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.
- The location, type, height, size and lighting of all existing signage on the subject property, 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 Section 94.13.02(2).
 - Includes proposed signable areas on building facades.
 - Includes a group development sign with space for individual business identification if desired.
- In the site plan map legend, the following additional data for the subject property:
 - Proposed zoning (or existing zoning if no change)
 - Lot area
 - Total number and type of residential dwelling units (if applicable)
 - Total gross floor area of building and outdoor storage space
 - Landscape surface area, and percentage of site to be covered in green space
 - Building heights
- 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.
- 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 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?

IMPERVIOUS SURFACES

All impervious surfaces must be identified on the property. Impervious surfaces includes the footprint of all existing and proposed structures, driveways, private walkways/sidewalks, patios and any other hard surfaces. All parcels must maintain a Landscape Surface Ratio (LSR). The following must be completely filled out. Failure to fill out this portion of the permit will result in the status of this application as incomplete.

Hard surface: A dustless, all-weather surface including concrete, asphalt paving, "black-top," pervious pavement, interlocking pavers, paving stones commercially designed and manufactured for the proposed purpose, any combination of these materials, or other similar material approved by the Zoning Administrator. Does not include gravel, other crushed stone, limestone screenings, clay, or other loose aggregate or organic material.

Landscaped surface area ratio (LSR): The percentage of the gross site area or lot area that is preserved as permanently protected landscaped area (green space), including vegetative roofs meeting the definition in this section.

Existing Impervious Surfaces:

Building Footprints:	(Principal and Accessory structures)					_____	Ft ²
Driveways/Parking Lots:	Surface Type:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Pavers	<input type="checkbox"/> Gravel	_____	Ft ²
Walkways/Sidewalks:	Surface Type:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Pavers	<input type="checkbox"/> Gravel	_____	Ft ²
Patio:	Surface Type:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Pavers	<input type="checkbox"/> Gravel	_____	Ft ²
Other Hard Surfaces:	Surface Type:	_____				_____	Ft ²
						EXISTING IMPERVIOUS TOTAL:	_____ Ft²

Proposed Additional Impervious Surfaces:

Building Footprints:	(Principal and Accessory structures)					_____	Ft ²
Driveways/Parking Lots:	Surface Type:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Pavers	<input type="checkbox"/> Gravel*	_____	Ft ²
Walkways/Sidewalks:	Surface Type:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Pavers	<input type="checkbox"/> Gravel*	_____	Ft ²
Patio:	Surface Type:	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Pavers	<input type="checkbox"/> Gravel*	_____	Ft ²
Other Hard Surfaces:	Surface Type:	_____				_____	Ft ²
						PROPOSED ADDITIONAL TOTAL:	_____ Ft²
						EXISTING IMPERVIOUS TOTAL:	_____ Ft²
						NEW IMPERVIOUS SURFACE GRAND TOTAL:	_____ Ft²

Landscape Surface Ratio Calculation:

NEW GRAND TOTAL: _____ Divided by LOT SIZE: _____ Multiplied by 100 = _____ %

REIMBURSEMENT FOR DEVELOPMENT REVIEW SERVICES

The Village Planner, 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 exercises 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

STAFF TIME TABLE CHECKLIST

- Pre-application conference with Planning and Development Department Staff. (optional)**
Date: _____ Participants: _____

- Application and required plans filed with the Village.**
Date: _____ Received by: _____

- Application fee received by Village.**
Date: _____ Received by: _____

- Application and submitted plans verified as being complete.**
Date: _____ Reviewed by: _____

- Determination by Zoning Administrator as to whether requested zoning permit requires approval or recommendation from another body under the zoning ordinance (e.g., conditional use permit, site plan approval). (Skip if N/A)**
Review Authority: _____ Meeting Date: _____

Action Taken: Granted Granted with modifications Denied

- Zoning Administrator (or designee) action.** Designee: _____
Date: _____ Action Taken: Granted Denied

- Applicant notified of decision and sent Occupancy Permit Application.**
Date: _____ Sent by: _____

- Attached in Smart Search.**
Date: _____ Attached by: _____

- Attached and closed in Beehive.**
Date: _____ Closed by: _____