

**City of Stoughton Procedural Checklist for Site Plan Review and Approval  
(Requirements per Section 78-908)**

This form is designed to be used by the Applicant as a guide to submitting a complete application for a site plan review *and* by the City to process said application. Part II is to be used by the Applicant to submit a complete application; Parts I - III are to be used by the City when processing said application.

Name of Applicant: \_\_\_\_\_

Address & Phone of Applicant: \_\_\_\_\_

Project Description: \_\_\_\_\_

**I. Record of Administrative Procedures for City Use**

Meetings with Staff:

Date of Meeting: \_\_\_\_\_ Met with: \_\_\_\_\_.

Date of Meeting: \_\_\_\_\_ Met with: \_\_\_\_\_.

Application form filed with Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Application fee of \$\_\_\_\_\_ received by Zoning Administrator Date: \_\_\_\_\_

If necessary, reimbursement of professional consultant costs agreement must be executed.

**II Application Submittal Packet Requirements for Applicants Use**

Prior to submitting a complete application as certified by the Zoning Administrator, the Applicant shall submit an initial draft application for staff review, followed by one revised draft final application packet based upon staff review and comments.

*Final Application Packet (1 copy to Zoning Administrator)* Date: \_\_\_\_\_.

**(a) A written description of the intended use describing in reasonable detail the following:**

- Existing zoning district(s) (and proposed zoning district(s) if different).
- Planned Land Use Map designation(s).
- Current land uses present on the subject property.
- Proposed land uses for the subject property (per Section 78-206).
- Projected number of residents, employees, and daily customers.
- Proposed amount of dwelling units, floor area, impervious surface area, and landscape surface area, and resulting site density, floor area ratio, impervious surface area ratio, and landscape surface area ratio.

- ❑ Operational considerations relating to hours of operation, projected normal and peak water usage, sanitary sewer or septic loadings, and traffic generation.
  - ❑ Operational considerations relating to potential nuisance creation pertaining to noncompliance with the performance standards addressed in Article VII (Sections 78-701 through 721) including: street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage, and hazardous materials.
  - ❑ If no nuisances will be created (as indicated by complete and continuous compliance with the provisions of Article VII), then include the statement "The proposed development shall comply with all requirements of Article VII".
  - ❑ Exterior building and fencing materials (Sections 78-716 and 78-718).
  - ❑ Possible future expansion and related implications for points above.
  - ❑ Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties.
- ❑ ❑ (b) **A *Small Location Map* at 11" x 17" showing the subject property, all properties within 300 feet, and illustrating its relationship to the nearest street intersection. (A photocopy of the pertinent section of the City's Official Zoning Map with the subject property clearly indicated shall suffice to meet this requirement.)**
- ❑ ❑ (c) **A *Property Site Plan* drawing which includes the following:**
  - ❑ A title block which indicates the name, address and phone/fax number(s) of the current property owner and/or agent(s) (developer, architect, engineer, planner) for project.
  - ❑ The date of the original plan and the latest date of revision to the plan.
  - ❑ A north arrow and a graphic scale (not smaller than one inch equals 100 feet).
  - ❑ A reduction of the drawing at 11" x 17".
  - ❑ A legal description of the subject property.
  - ❑ All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled.
  - ❑ 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.
  - ❑ All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls.

- ❑ The location and dimension (cross-section and entry throat) of all access points onto public streets.
- ❑ The location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by the Ordinance.
- ❑ 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 and the design of all screening devices.
- ❑ The location, type, height, size and lighting of all signage on the subject property.
- ❑ The location, height, design/type, illumination power and orientation of all exterior lighting on the subject property—including the clear demonstration of compliance with Section 78-707.
- ❑ The location and type of any permanently protected green space areas.
- ❑ The location of existing and proposed drainage facilities.
- ❑ In the legend, data for the subject property on the following
  - a. Lot Area
  - b. Floor Area
  - c. Floor Area Ratio (b/a)
  - d. Impervious Surface Area
  - e. Impervious Surface Ratio (d/a)
  - f. Building height
- ❑ ❑ (d) **A Detailed Landscaping Plan of the subject property:**
  - ❑ Scale same as main plan (> or equal to 1" equals 100').
  - ❑ Map reduction at 11" x 17".
  - ❑ Showing the location of all required bufferyard and landscaping areas.
  - ❑ Showing existing and proposed Landscape Point fencing.
  - ❑ Showing berm options for meeting said requirements.
  - ❑ Demonstrating complete compliance with the requirements of Article VI.
  - ❑ Providing individual plant locations and species, fencing types and heights, and berm heights.
- ❑ ❑ (e) **A Grading and Erosion Control Plan:**
  - ❑ Scale same as main plan (> or equal to 1" equals 100').
  - ❑ Map reduction at 11" x 17"

- Showing existing and proposed grades including retention walls and related devices, and erosion control measures.
  - (f) **Elevation Drawings of proposed buildings or remodeling of existing buildings:**
    - Showing finished exterior treatment.
    - With adequate labels provided to clearly depict exterior materials, texture, color and overall appearance.
    - Perspective renderings of the proposed project and/or photos of similar structures may be submitted, but not in lieu of adequate drawings showing the actual intended appearance of the buildings.

**NOTE:** Initiation of Land Use or Development Activity: Absolutely no land use or development activity, including site clearing, grubbing, or grading shall occur on the subject property prior to the approval of the required site plan. Any such activity prior to such approval shall be a violation of law and shall be subject to all applicable enforcement mechanisms and penalties.

**NOTE:** Modification of an Approved Site Plan: Any and all variation between development and/or land use activity on the subject property and the approved site plan is a violation of law. An approved site plan shall be revised and approved via the procedures of Subsections 78-908(2) and (4) so as to clearly and completely depict any and all proposed modifications to the previously approved site plan, prior to the initiation of said modifications.

**III. Final Application Packet Information for City Use**

Receipt of one full-scale copy in blueline or blackline  
of complete Final Application Packet by Zoning Administrator

Date: \_\_\_\_\_.

Receipt of one reduced (8.5” by 11” text and 11” by 17” graphics)  
copy of complete final application packet by Zoning Administrator

Date: \_\_\_\_\_.