

City of Stoughton Process for Proposal Review within Downtown Design Overlay District (Requirements per Section 78-517)

Procedure	Type of Proposal		
	Renovation ¹	Design ²	Project ³
1. Optional meeting with the Department of Planning and Development to confirm type of proposal.	Recommended	Recommended	Recommended
1. Optional meeting with Plan Commission to discuss proposal	No	Optional	Recommended
2. Submit building permit application to the Department of Planning and Development, including:	No	Yes	Yes
a. Color photos/drawings of existing property, with close-ups of details	No	Yes	Yes
b. Drawings/depictions of proposed changes to the site & bldg. exterior	No	Yes	Yes
c. For new projects or additions provide Site Plan including: 1) Title block with name of current property owner and Applicant; 2) Date of original plan graphic and date of most recent revision; 3) North arrow and graphic scale; 4) Property lines and right-of-way lines (with distances & bearings); 5) Easements; 6) Existing and proposed buildings, structures and paved areas; 7) Required building setback lines; 8) Legal description of the property; 9) Location, size, type and orientation of all exterior signage; 10) Location, type and orientation of all exterior lighting; 11) Location of all vehicle access drives, circulation areas, loading areas and parking stalls; 12) Location of all outdoor storage and display areas (including trash facilities); 13) Location and purpose of all drainage facilities; 14) Location of all permanent green space areas; and, 15) Site Summary Data: Lot Area, Floor Area, Floor Area Ratio, Impervious Surface Area, Impervious Surface Ratio	No	No	Yes
d. Landscaping Plan showing the location, size and type of plants	No	No	Yes
e. Written description of proposal, including exterior materials & colors	No	Yes	Yes
f. Written justification of proposal answering: How does the proposal comply with the design standards?	No	Yes	Yes
3. Review and action by the Zoning Administrator/City Staff	No	Yes	Yes
4. Review and action by the Landmarks Commission on aesthetics (Certificate of Appropriateness) ⁴	Yes/No ⁴	Yes/No ⁴	Yes/No ⁴
5. Review and action by the Plan Commission on site design	No	No	Yes
6. If proposal is approved: a. Record documents with Register of Deeds; b. Work must start within 365 days and be complete within 730 days; c. Conditions of approval run with the property. If the proposal is denied: It may not be resubmitted for 12 months.	No	Yes	Yes

KEY: Yes: Step is required. No: Step is not required.

¹Only a replacement to or maintenance of the exterior of a property.

²Only a change in the appearance of a property.

³Modification to the physical configuration of a property.

⁴Yes = for properties which are locally-recognized landmarks. No = for properties which are not locally-recognized landmarks.