

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

Applicant Name: _____

Applicant Address: _____

Applicant Phone and Email: _____

Property Owner Name (if different than applicant): _____

Property Owner Phone: _____

Subject Property Address: _____

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.

I. Record of Administrative Procedures for City Use

Application form filed with Zoning Administrator

Date: _____

II Application Submittal Packet Requirements for Applicants Use

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

- (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).
 - Comprehensive Plan Future 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.
- ❑ (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 or 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 provided electronically 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, utilities 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').
 - Electronic Map at 11" x 17".
 - Showing the location of all required bufferyard and landscaping areas.
 - Showing existing and proposed Landscape Points including 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').
 - Electronic map 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 (8.5" by 11" text and 11" by 17" graphics electronically)
copies of complete final application packet by Zoning Administrator

Date: _____

Sec. 78-908. - Site plan review and approval procedures.

- (1) *Purpose.* The purpose of this section is to specify the requirements and procedures for the review and approval of site plan applications. The provisions of this Section are designed to ensure that all proposed land use and development activity complies with the requirements of this chapter. Specifically, this Section requires that the initiation of all development activity (including building permits, zoning certificates, occupancy permits for a change of use of an existing lot or structure where there is contemplated a site plan revision, clear cutting, grading or filling) require the approval of site, building and operational plans by the city plan commission before the building, occupancy, and building permits can be issued-except, however, that development activity associated with an approved final plat of subdivision or certified survey map for single-family and/or duplex/twin home dwelling units, and development activity associated with the full and complete implementation of a project approved within the SIP phase of the Planned Development [PD] is exempt from this requirement.
- (2) *Procedure.*
 - (a) *Initiation of request for approval of a site plan.* Proceedings for approval of a site plan shall be initiated by the owner(s) of the subject property, or their legally authorized representative(s).
 - (b) *Pre-application meeting.* The applicant shall first meet with the zoning administrator and other applicable city staff to discuss preliminary concepts and plans for the development. Guidance will be provided to the applicant on technical requirements and procedures, and a timetable for project review may be discussed.
 - (c) *Application for site plan review.* The applicant shall apply to the zoning administrator for the scheduling of an appearance before the plan commission. The zoning administrator shall notify the applicant of the date and time of the applicable plan commission meeting. The appearance before the plan commission shall not be scheduled unless the application is approved as complete by the zoning administrator per the requirements of subsection (3), below. The review of the submitted application shall be completed within ten working days of application submittal. Once the application is approved as complete, the zoning administrator may schedule a meeting with city staff a minimum of two weeks from the date of complete application acceptance.
- (3) *Application requirements.* All applications for proposed site plans shall be approved as complete by the zoning administrator prior to the formal initiation of this procedure. The submittal of an application to the zoning administrator to initiate this procedure shall not occur until the zoning administrator has certified acceptance of the complete application. No placement of the application on any agenda, as an item to be acted upon, shall occur unless said certification has occurred. Said complete application shall be comprised of all of the following, unless specific application requirements are waived in writing by the zoning administrator:
 - (a) *Written description of the intended use describing in reasonable detail the:*
 1. Existing zoning district(s) (and proposed zoning district(s) if different);
 2. Planned Land Use Map designation(s);
 3. Natural Resources Site Evaluation Worksheet (section 78-303);
 4. Current land uses present on the subject property;
 5. Proposed land uses for the subject property (per section 78-206);
 6. Projected number of residents, employees, and daily customers;
 7. 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;
 8. Operational considerations relating to hours of operation, projected normal and peak water usage, sanitary sewer or septic loadings, and traffic generation;

9. Operational considerations relating to potential nuisance creation pertaining to noncompliance with the performance standards addressed in article VIII 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 such nuisances will be created (as indicated by complete and continuous compliance with the provisions of article VIII), then the statement "The proposed development shall comply with all requirements of Article VIII." shall be provided;
 10. Exterior building and fencing materials (sections 78-716 and 78-718);
 11. Possible future expansion and related implications for 1 through 10, above, and;
 12. 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 inches by 17 inches showing the subject property and illustrating its relationship to the nearest street intersection. (A photocopy of the pertinent section of the city's planned land use map with the subject property clearly indicated shall suffice to meet this requirement.)
- (c) A property site plan drawing (and reduction at 11 inches by 17 inches) which includes:
1. 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 or planner) for project;
 2. The date of the original plan and the latest date of revision to the plan;
 3. A north arrow and a graphic scale. Said scale shall not be smaller than one inch equals 100 feet;
 4. A legal description of the subject property;
 5. All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled;
 6. 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;
 7. All required building setback lines;
 8. All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls;
 9. The location and dimension (cross-section and entry throat) of all access points onto public streets;
 10. 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 this chapter;
 11. The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas;
 12. The location of all outdoor storage areas and the design of all screening devices;
 13. The location, type, height, size and lighting of all signage on the subject property;
 14. 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;
 15. The location and type of any permanently protected green space areas;
 16. The location of existing and proposed drainage facilities; and

17. In the legend, data for the subject property:
 - a. Lot area;
 - b. Floor area;
 - c. Floor area ratio (b/a);
 - d. Impervious surface area;
 - e. Impervious surface ratio (d/a); and
 - f. Building height.
- (d) A detailed landscaping plan of the subject property, at the same scale as the main plan (and reduction at 11 inches by 17 inches), showing the location of all required bufferyard and landscaping areas, and existing and proposed landscape point fencing and berm options for meeting said requirements. The landscaping plan shall demonstrate complete compliance with the requirements of article VI. (NOTE: the individual plant locations and species, fencing types and heights, and berm heights must be provided.)
- (e) A grading and erosion control plan at the same scale as the main plan (and reduction at 11 inches by 17 inches) showing existing and proposed grades, including retention walls and related devices, and erosion control measures per the approval of the city engineer.
- (f) Elevation drawings of proposed buildings or proposed remodeling of existing buildings showing finished exterior treatment shall also be submitted, 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. (Refer to section 78-716.)
- (g) A certified survey may be required by the zoning administrator in instances where he determines compliance with setback requirements may be difficult. The survey shall be prepared by a registered land surveyor and shall depict property lines and proposed buildings, structures, and paved areas.
- (h) A detailed photometric plan that shows the impact of all exterior light fixtures based on the proposed fixture's pole heights and light bulb needs depicting resulting lighting levels across the entire property to the property lines rounding to the nearest 0.10 foot candles, and depicting an illumination limit of 0.50 foot candles. The 0.50 foot candle line cannot extend beyond the property line. The plan must be in compliance with lighting performance standards in subsection 78-707(4)(b).
- (i) A development impact study is required for all forms of development that require site plan approval. This requirement shall apply for any development requiring a site plan, including instances where no land division is promised.
- (j) A detailed site analysis shall be required for any lot or parcel containing a protected natural resource covered in article V, as determined by city staff. These protected natural areas include: floodplains, shoreland-wetlands, lakeshores, woodlands, and steep slopes. The analysis must be submitted using the following submission and review process:
 1. *Purpose.* The detailed site analysis required by this article is designed to provide the clear identification of permanently protected green space areas on a site which is proposed for development. The detailed survey work required to identify these areas accurately on a map is not required prior to the initiation of development concept plans for an area. A detailed site analysis shall be performed in conjunction with required land division documents or development site plans for any and all properties containing permanently protected natural resource areas.

2. *Description.* The detailed site analysis shall be shown on a map of the subject property which depicts the location of all protected natural resource areas, as defined by the provisions of this article. The detailed site analysis shall meet the following requirements:
 - a. *Scale.* A minimum scale of one inch equals 200 feet shall be used.
 - b. *Topography.* Topographic information is not required for any property which does not contain steep slopes (as designated on the official zoning map). For such properties, topographic information with a minimum contour interval of two feet is required.
 - c. *Specific natural resources areas.* All natural resources areas which require protection under the provisions of this chapter shall be accurately outlined and clearly labeled. Particular care as to clarity shall be taken in areas where different resource types overlap with one another.
 - d. *Development pads.*
 - A. All site disruption (including selective cutting) proposed to occur within permanently protected natural resource areas shall be limited to development pads. Development pads shall be depicted on the detailed site analysis map, site plans required for development permits, and the recorded plat of subdivision or certified survey map.
 - B. Beyond visible damage to natural resources, vegetation, soil, and drainage patterns, site disruption activities shall not compact soil covering tree roots, or otherwise damage trees beyond the area from which trees are to be removed. All trees with calipers exceeding three inches, whose canopies are located adjacent to disturbed areas, which die within a period of five years following site disruption shall be replaced by the owner with a three-inch caliper tree of the same type (canopy or understory). Therefore, care shall be taken to ensure that equipment and actions associated with permitted site disruption activities are limited to the area in which they are permitted. The use of snow fences and other barriers to outline development pads during disruption activity is strongly recommended to limit the extent of inadvertent compaction or other disturbance of earth, and collision damage to vegetation intended for protection. Such barriers should be placed no closer to protected trees than a point on the ground directly under their outer canopy edge.
 - e. *Mitigation areas.* All mitigation areas related to the provisions of this chapter shall be depicted on the detailed site map with notations provided which describe the mitigation techniques employed.
3. *Required procedure for submission and review.*
 - a. *Required timing of submission.* The detailed site analysis map shall be submitted to the zoning administrator for initial review prior to, or concurrently with, the submission of the preliminary plat of subdivision or the certified survey map; or if the proposed development does not involve a land division then submittal is required as an attachment to a required site plan. A concept plan of the proposed development may be submitted prior to the submission of the detailed site analysis map; however, in no way does the acceptance and/or general approval of a concept plan indicate the approval of natural resource feature locations. A detailed site analysis map prepared for the subject property which has been previously approved by city staff may be submitted for any subsequent development activity on the site. However, modifications to such a previously approved map will be required if the analysis is no longer accurate for the subject property.
 - b. *Review by city staff.* City staff shall review the submitted detailed site analysis map for general compliance with the following data sources. The zoning administrator may provide the petitioner with a written evaluation of the submitted detailed site analysis

map which shall indicate the acceptance by city staff; or the need for further analysis work, discussion with the petitioner and/or staff-recognized experts, or a joint site visit.

- A. The official zoning map;
 - B. Applicable 1982 USGS 7.5 minute topographic maps for the City of Stoughton and its environs;
 - C. Air photos of the subject property;
 - D. USGS Quads and other sources of topographic information;
 - E. Applicable FEMA and related floodplain maps;
 - F. Applicable federal and state wetland inventory maps;
 - G. The City of Stoughton Comprehensive Plan; and
 - H. Site visits.
- c. *Modification of detailed site analysis map.* If necessary, as determined by city staff, revised detailed site analysis maps shall be prepared and submitted for review by city staff, until a version is deemed acceptable. Staff review of the detailed site analysis may be appealed to the zoning board of appeals as a matter of ordinance interpretation. (See section 78-911.)
 - d. *Acceptance of detailed site analysis map.* Upon notification of acceptance by city staff (or, in case of appeal, by determination of the zoning board of appeals), the petitioner may proceed with the submittal of necessary development documents.
4. *Integration of detailed site analysis information with required development and/or land division.* Information contained on the detailed site analysis map relating to the boundaries of permanently protected green space areas (including natural resource protection areas, other permanently protected green space areas, and required mitigation areas), shall be clearly depicted on any and all site plans required as a precondition for application for any development permit (such as a building permit) and on any proposed plat of subdivision or certified survey map.
- (k) A floor plan and seating arrangement for all entertainment and assembly uses, such as auditoriums and sanctuaries.
- (4) *Review by the plan commission.*
- (a) The plan commission, in its consideration of the submitted complete application, shall take into account the basic intent of the zoning ordinance to ensure attractive, efficient, and appropriate development of land in the community, and to ensure particularly that every reasonable step has been taken to avoid depreciating effects on surrounding property and the natural environment. The plan commission, in reviewing the application may require such additional measures and/or modifications as it deems necessary to accomplish this objective. If such additional measures and/or modifications are required, the plan commission may withhold approval of the site plan until revisions depicting such additional measures and/or modifications are submitted to the satisfaction of the plan commission, or may approve the application subject to the provision of a revised application reflecting the direction of the plan commission to the satisfaction of the zoning administrator. Such amended plans and conditions applicable to the proposed use shall be made a part of the official record, and development activity on the subject property may not proceed until the revised application has been approved by one of the two above procedures as directed by the plan commission.
 - (b) In reviewing said application the plan commission may make findings on each of the following criteria to determine whether the submitted site plan shall be approved, approved with modification, or denied:
 - 1. All standards of the zoning ordinance and other applicable city, state and federal regulations are met.

2. The public health and safety is not endangered.
 3. Adequate public facilities and utilities are provided.
 4. Adequate control of stormwater and erosion are provided and the disruption of existing topography, drainage patterns, and vegetative cover is maintained insofar as is practical.
 5. Appropriate traffic control and parking are provided.
 6. Appropriate landscaping and open space areas are provided.
 7. The appearance of structures maintains a consistency of design, materials, colors, and arrangement with nearby properties of similar use, which comply with the general architectural guidelines provided in subsections a. through e. below:
 - a. Exterior construction materials shall be consistent with section 78-716.
 - b. Exterior building design or appearance shall not be of such unorthodox or abnormal character in relation to its surroundings as to be unsightly or offensive to generally accepted taste and community standards.
 - c. Exterior building design or appearance shall not be so identical with nearby buildings so as to create excessive monotony or drabness. A minimum of five basic home styles shall be provided in each residential subdivision.
 - d. Exterior building design or appearance shall not be constructed or faced with an exterior material which is aesthetically incompatible with other nearby buildings or which presents an unattractive appearance to the public and from surrounding properties.
 - e. Exterior building, sign, and lighting design or appearance shall not be sited on the property in a manner which would unnecessarily destroy or substantially damage the natural beauty of the area.
- (5) *Initiation of land use or development activity.* Except with the written permission of the zoning administrator, 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 this chapter and shall be subject to all applicable enforcement mechanisms and penalties.
- (6) *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 this chapter. An approved site plan shall be revised and approved via the procedures of subsections (2) and (4), above, 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.
- (7) *Sunset clause.* All buildings on an approved site plan not fully developed within two years of final plan commission approval shall expire, and no additional site plan development shall be permitted on undeveloped portions of the subject property. The plan commission may extend this period, as requested by the applicant, through the site review process.
- (8) *Fee.* A fee may be required for this procedure. Refer to section 78-919.