

Site Plan Village of East Troy, Wisconsin

Village of East Troy 2015 Energy Drive East Troy, WI 53120

Overview: The site plan review process ensures that proposed land uses and development activity complies with the requirements of the Village's zoning regulations. This review must occur before any building, occupancy, and building permits can be issued; except that development activity associated with an approved final plat of subdivision or certified survey map, and development activity associated with and approved final development plan of a planned development, is exempt from this requirement.

Governing regulations: The procedures and standards governing the review of this application are found in § 510-160 of the Village's zoning code.

General instructions: Complete this application and submit one copies to the Village Clerk at the mailing address shown above. Before you formally submit your application, you are encouraged to meet with the zoning administrator who can answer any questions you may have. If you have any questions, do not hesitate to contact the zoning administrator at (414) 336-7915 or via email at orrin.sumwalt@foth.com. You may download this form at https://villageofeasttroy.zoninghub.com/highlights/procedures/procedure.acnv?id=142.

When you fill out this application, you should think about how your business operation may expand or be different in the future. For example, if your business will have 5 employees to start and you hope to have 25, tell us. Also, if you foresee an expansion to a building or a parking lot, your site plan should show that. If you invest time to do this now, you will end up with a more thoughtful plan. Not only that, you will save time and the expense of having to submit a new site plan sometime in the future. So, think ahead.

Application fee: none

Application submittal deadline: Applications must be submitted by the second Monday of the month by 12:00 pm at the Village Hall

1. 4	Applicant and property	v owner information	
	rippinount und proport	Applicant	Property owner
	Name		
	Street address		
	City, state, zip code		
Dayti	ime telephone number		
	Email		
	•		
2. i	Agent contact inform information. Agents may	ation . Include the names of those agents, if any, that y include surveyors, engineers, landscape architects, archi	helped prepare this application including the supplemental tects, planners, and attorneys.
		Agent 1	Agent 2
	Name		
	Company		
	Street address		
	City, state, zip code		
Dayti	ime telephone number		
	Email		
3.	Type of application (se	elect one)	
	ew site plan	,	
		ously approved site plan (i.e., revision and/or expansion)	
4.	Business information		
С	Current business name		
	Date business began		
	Previous name, if any		

5.	-	t property information						
		Physical address						
	T	ax key number(s)						
		Note: The tax	x key num	nber can	be found on the tax bill for the prope	rty or	it may b	be obtained from the Village Clerk.
6.	Zoning	information (refer to the Village'	s current	zoning n	nap)			
The	subject ¡	property is located in the following	j base zoi	ning disti	rict(s). (check all that apply)			
	RH-35	Rural Holding		TR-8	Two-Family Residential		NB	Neighborhood Business
	SR-3	Estate Residential		AR-9	Attached Residential		НВ	Highway Business
	SR-4	Suburban Residential		MR-10	Multi-Family Residential		СВ	Central Business
	SR-5	Neighborhood Residential		MHR-6	Mobile Home Residential		BP	Business Park
	SR-6	Traditional-Front Residential					LI	Light Industrial
	SR-7	Traditional-Rear Residential					GI	General Industrial
The	subject ¡	property is also located in the follo	owing ove	rlay zoni	ng district(s). (check all that apply)			
	PD	Planned Development		GP	Groundwater Protection		FP	100-Year Floodplain
	DD	Downtown Design		NFC	Natural Features Conservancy		FP	500-Year Floodplain
							SW	Shoreland-Wetland
7.	Adjoini	ng land uses and zoning						
		Zoning district(s)	Current	uses				
Nort	:h							
Sou	th							
Eas	t							
Wes	st							
Note	e: If the s	ubject property abuts a property l	ocated in	a differe	nt zoning district, a bufferyard may b	e req	uired. Y	ou will need to submit a
Lan	dscaping	and Bufferyard Worksheet if a bu	ıfferyard ı	s require	d.			
8. Current use. Describe the current use of the subject property.								
					,			
9.	9. Proposed use. Describe the proposed use or the proposed amendment.							

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10. Hou	10. Hours of operation. Describe when the proposed use will be open for business (i.e., hours and days).					
11. Em	11. Employees. Describe number by type, number on largest works shift, etc.					
12. Cus	12. Customers / patrons of business. Describe the customers and patrons, including peak loads.					
13. Mis	cellaneo	us				
☐ Yes	□ No	Has the Village approved a variance for the subject property? If yes, provide the year of issuance and a short description for each one.				
☐ Yes	□ No	Is the subject property currently in violation of the Village's zoning code? If yes, describe the nature of the violation and what is being done to bring the property into compliance.				
☐ Yes	□No	Are there any nonconforming buildings on the subject property? A nonconforming building does not meet the dimensional requirements for the zoning district in which it is located. If yes, describe what building is nonconforming and the nature of the nonconformity.				
☐ Yes	□No	Will the proposed use create any detectable ground vibrations? (See § 510-99 of the zoning code.) If yes, describe.				
☐ Yes	□No	Will the proposed use create any detectable noise beyond the property boundary lines? (See § 510-100 of the zoning code.) If yes, describe.				
☐ Yes	□No	Will the proposed use create any air pollution? (See § 510-101 of the zoning code.) If yes, describe.				
☐ Yes	□No	Will the proposed use create any detectable odor beyond the property boundary lines? (See § 510-102 of the zoning code.) If yes, describe.				
☐ Yes	□No	Will the proposed use create any detectable glare or heat beyond the property boundary lines? (See § 510-104 of the zoning code.) If yes, describe.				
☐ Yes	□No	Will the proposed use involve any materials which could detonate by any means? (See § 510-105 of the zoning code.) If yes, describe.				

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☐ Yes ☐ N	Will the proposed use involve any materials that are toxic or noxious or that are considered waste materials? (See § 510-106 of the zoning code.) If yes, describe.			
☐ Yes ☐ N	Will the proposed use involve any outdoor storage of materials?			
	If yes, describe.			
☐ Yes ☐ N	If the proposed use involves processing or manufacturing of materials, will water be used in any of those processes? If yes, describe the nature of the activity and anticipated water demand and sanitary loading			
☐ Yes ☐ N	Is expansion of the proposed use or building anticipated? If yes, describe the nature of the expansion and potential timeline for such expansion			
14. Utilities				
Water	☐ Municipal ☐ Private well			
	If private well, when was the well installed and approved?			
Sewer	☐ Municipal ☐ On-site septic system If septic system, when was the system installed and approved?			
15. Licenses	and permits			
] Have 🔲 To Get			
	☐ Have ☐ To Get			
_	e 🗌 Have 🔲 To Get rvice 🗎 Have 🗎 To Get			
☐ Amusement Device ☐ Have ☐ To Get				
	Have To Get			
Other: _				
16. Property	access (refer to § 510-91 of the zoning code for details)			
	Current New			

	Current	New
Local street		
County highway		
State highway		

17. On-site parking (refer to § 510-91.1 of the zoning code for details)

		Current	Required [1]	New		
	Stand	dard spaces				
	Access	ible spaces				
Note		ing is not required in the Central B	usiness (CB) zoning distr	ict		
□ Y	∕es □ No	Are you proposing shared parking lf yes, attach a draft shared park	•	6) of the zoning code?		
10	Calculations	for maximum building coverage	and imporvious surface	o coverage		
10. а.		ect property as determined by site	-	e coverage	acres	
b.	Land located	d within proposed rights-of-ways of	roads and within propos	ed boundaries of public facilities that are dedication per subdivision regulations		
C	ŭ			not accessible from the proposed road	acres	
0.		ring the project	o not contiguous to on to	not acceptable from the proposed read	acres	
d.	Land which i	s proposed for a different develop	ment option or a different	zoning district	acres	
e.	Navigable waters (lakes & streams not within a designated floodplain)				acres	
f.	Designated f	floodplains			acres	
g.	Wetlands				acres	
h.	Lakeshores				acres	
i.	Woodlands				acres	
j.	Steep slopes	s (12 percent or greater)			acres	
k.	Total of "b" the	hrough "j"			acres	
I.	Net developa	able area (subtract "k" from "a")			acres	
m	. Building cove	erage ratio (see the standard for th	ne appropriate zoning dist	rict)	percent	
n.	Impervious s	surface coverage ratio (see the sta	ndard for the appropriate	zoning district)	percent	
0.	Maximum bu	uilding coverage on property (multi	ply "l" by "m")		acres	
p.	Maximum im	pervious surface coverage on prop	perty (multiply "I" by "n")		acres	
					Maximum (acres)	Proposed (acres)
Build	ding coverage	(For Maximum, enter calculated va	alue for "o" from above ta	ble)		
Impe	ervious surface	e (For Maximum, enter calculated v	value for "p" from above t	able)		

19. Supplemental materials. Attach each of the following as appropriate. Upon written petition, the Village Administrator, Village Engineer, Village Planner, or the Zoning Administrator may waive specific site plan requirements.

Site plan with the following information:

- 1. Title block showing the name, address, and phone of the current property owner and/or agent(s) (i.e. 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 (at a minimum scale of 1" = 100').
- 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
- 7. Ground contours when any slope exceeds 12 percent
- 8. All required building setback lines.

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- 9. All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls.
- 10. If the project is designed to be completed in phases or allow expansion of the building and other features, indicate these.
- 11. The location and dimension (cross-section and entry throat) of all access points onto public streets.
- 12. 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.
- 13. The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas.
- 14. The location of all outdoor storage areas and the design of all screening devices.
- 15. Floodplains, wetlands, lakeshores, woodlands, steep slopes, and other environmentally sensitive lands.
- 16. The location, type, height, size, and lighting of all signage on the subject property.
- 17. The location and type of any permanently protected green space areas.
- 18. The location of existing and proposed drainage facilities.
- 19. Environmental and manmade development constraints and hazards including brownfields, contaminated sites, unstable soils, high groundwater, bedrock, and high-pressure natural gas lines
- 20. In the legend, the following data for the subject property: lot area, building coverage, building coverage ratio, floor area ratio, impervious surface area, impervious surface ratio, and building height.
- 21. Any additional information as requested by the Plan Commission or Village Board.

Landscaping plan prepared at the same scale as the main plan 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 XIV of Chapter 510 of the zoning code. Be sure to show the individual plant locations and species, fencing types and heights, and berm heights. In addition to the drawing, include the Worksheet for Landscaping and Bufferyards.

Grading and erosion control plan prepared at the same scale as the main plan, showing existing and proposed grades, including retention walls and related devices, and erosion control measures.

Outdoor lighting plan (photometric plan) prepared at the same scale as the main plan that shows all existing and proposed exterior light fixtures. Calculations for the photometric plan shall be rounded to the nearest 0.10 foot-candles. A legend must be included to show the following information for each type of fixture: (1) manufacturer name, (2) product number, (3) mounting height, and (4) any other pertinent information. Be sure that current and proposed lighting will not exceed the 0.50 foot-candles threshold at the property boundary line. See § 510-95 of the zoning code for more details.

Plat of survey prepared by a registered land surveyor if in the judgment of the Zoning Administrator such accuracy is needed to ensure compliance with all dimensional standards, including setback requirements. The survey shall depict property lines, easements, and other existing and proposed improvements, and other information as may be needed to establish compliance with zoning requirements.

Architectural review application for any new buildings or for remodeling of existing buildings. The application must include elevation drawings showing finished exterior treatment, with adequate labels 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 § 510-90 of the zoning code for additional details.)

20.	Attachments. List any attachments included with your application.
21.	Other information. You may provide any other information you feel is relevant to the review of your application.

22. Applicant certification

- ◆ I certify that all of the information in this application, along with any attachments, is true and correct to the best of my knowledge and belief.
- ♦ I understand that I may be charged additional fees (above and beyond the initial application fee) consistent with § 510-149 (D) of the Village's municipal code to pay for the services of independent consultants the Village elects to retain to help review this application. Depending on the nature of the proposed project, such independent consultants may include planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts. I further understand, the Village may delay acceptance of the application as complete, or may delay final approval of the proposal, until all outstanding fees have been paid. I further understand that such fees must be paid even if this application is withdrawn or denied. If the applicant or the property owner does not pay such fees upon request, such fees may be assigned to the property owner as a special assessment to the subject property. Please use the link above to download the form and visit FAQ for current year rates.
- ♦ I understand that submission of this application authorizes Village officials and employees, Plan Commission members, Village Board members, and other designated agents, including those retained by the Village, to enter the property to conduct whatever site investigations are necessary

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to review this application. This does not authorize any such individual to enter any building on the subject property, unless such inspection is specifically related to the review of this application <u>and</u> the property owner gives his or her permission to do so.

- ♦ I understand that this application and any written materials relating to this application will become a permanent public record and that by submitting this application I acknowledge that I have no right to confidentiality. Any person has the right to obtain copies of this application and related materials or view it online.
- ♦ I understand that the zoning administrator will review this application to determine if it contains all of the required information. If he or she determines that the application is incomplete, it will not be scheduled for review until it is deemed to be complete.

Property Owner:		
Name – print	Name – Signature	Date
Name – print	Name – Signature	Date
Applicant (if different than Property Owr	er):	
Name – print	Name – Signature	Date
Name – print	Name – Signature	 Date