



# Site Plan & Plan of Operation Application City of Wisconsin Rapids, Wisconsin

Version: January 3, 2019

**Community Development Department**  
444 West Grand Avenue  
Wisconsin Rapids, WI 54495-2780  
P: (715) 421-8228 Fax: (715) 421-8291

**Overview:** The Planning Commission reviews site plans and plans of operation for those land uses specifically requiring such review as listed in the land-use matrix (Appendix A of the zoning code).

**Governing regulations:** The procedures and standards governing the review of this application are found in Article 5 of the City's zoning code (Chapter 11 of the municipal code).

**General instructions:** Complete this application and submit one copy to the Community Development Department. Alternatively, you can submit your application online at <https://wisconsinrapids.zoninghub.com/>

**Application fee:** \$175.00 for new; \$125.00 for amendment of prior approval

Note: Site plan/plan of operation review and architectural review can be combined into one application fee.

**Application submittal deadline:** Applications must be submitted at least 3 weeks prior to the meeting. Please consult the annual Planning Commission schedule for specific dates.

**Mandatory meeting with staff:** To ensure that all the required information is provided and that there is a complete understanding of the process, the applicant must meet with City staff to discuss the request and necessary items. Please contact the Community Development Department to schedule an appointment.

### Office Use Only

Date Received \_\_\_\_\_

Received By \_\_\_\_\_

Fee \_\_\_\_\_

Case # \_\_\_\_\_

Aldermanic District \_\_\_\_\_

Plan Commission Date \_\_\_\_\_

### 1. Applicant information

Applicant name \_\_\_\_\_

Street address \_\_\_\_\_

City, state, zip code \_\_\_\_\_

Daytime telephone number \_\_\_\_\_

Email \_\_\_\_\_

**2. Agent contact information** Include the names of those agents, if any, that helped prepare this application including the supplemental information. Agents may include surveyors, engineers, landscape architects, architects, planners, and attorneys.

	<u>Agent 1</u>	<u>Agent 2</u>
Name	_____	_____
Company	_____	_____
Street address	_____	_____
City, state, zip code	_____	_____
Daytime telephone number	_____	_____
Email	_____	_____

### 3. Type of application (check all that apply)

- Site plan Complete Part A, B and D
- Plan of operation Complete Part A, C and D
- New project
- Amendment of prior approval (if any)

If an amendment, the date of last approval (if any): \_\_\_\_\_

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**Part A. About the Property**

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**4. Subject property information**

Physical address \_\_\_\_\_

Parcel number(s) \_\_\_\_\_

Note: The parcel number can be found on the tax bill for the property or it may be obtained from the Community Development Department.

Is the subject property currently in violation of the City's zoning ordinance as determined by the City's zoning administrator?

No

Yes

If yes, please explain.

**Comment:** Pursuant to Section 11.04.10 of the City's zoning code, the City may not issue a permit or other approval that would benefit a parcel of land that is in violation of the zoning code, except to correct the violation or as may be required by state law.

Are there any unpaid taxes, assessments, special charges, or other required payments that are specifically related to the subject property?

No

Yes

If yes, please explain.

**Comment:** Pursuant to Section 11.04.11 of the City's zoning code, the City may not issue a permit or other approval that would benefit a parcel of land where taxes, special assessments, special charges, or other required payments are delinquent and unpaid.

**5. Zoning information** (refer to <https://wisconsinrapids.zoninghub.com/zoningmap.aspx>)

The subject property is located in the following base zoning district(s). (check all that apply)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> RR Rural Residential                        | <input type="checkbox"/> R-8 Manufactured Home Park  | <input type="checkbox"/> M-1 General Industrial  |
| <input type="checkbox"/> R-1 Single-family Residential               | <input type="checkbox"/> B-1 Downtown Commercial     | <input type="checkbox"/> M-2 Heavy Industrial    |
| <input type="checkbox"/> R-2 Mixed Residential                       | <input type="checkbox"/> B-2 General Commercial      | <input type="checkbox"/> I-1 Institutional       |
| <input type="checkbox"/> R-3 Multi-family Medium Density Residential | <input type="checkbox"/> B-3 Neighborhood Commercial | <input type="checkbox"/> P-1 Park and Recreation |
| <input type="checkbox"/> R-4 Multi-family High Density Residential   | <input type="checkbox"/> B-5 Mixed Use Commercial    | <input type="checkbox"/> C-1 Conservancy         |

The subject property is also located in the following overlay zoning district(s). (check all that apply)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Planned Development (PDD) | <input type="checkbox"/> Shoreland         | <input type="checkbox"/> Floodplain          |
| <input type="checkbox"/> Downtown Design           | <input type="checkbox"/> Shoreland-Wetland | <input type="checkbox"/> Wellhead Protection |

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**Part B. Site Plan** (See the standards and requirements in Division 6 of Article 6.)

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**6. Building type.** Which of the following building types best describes the building?

- |  |                                     |  |
|--|-------------------------------------|--|
| <input type="checkbox"/> Townhouse     | <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial        |
| <input type="checkbox"/> Multi-family  | <input type="checkbox"/> Work/live  | <input type="checkbox"/> Parking structure |
| <input type="checkbox"/> Institutional |                                     |  |

Please refer to Appendix D for any design requirements that may apply.

**7. Encroachments.**

Aside from driveways connecting to the street, will any part of the proposed project encroach into a public right-of-way?

- No
- Yes

If yes, please explain.

**8. Site parameters (area in square feet or acres)**

Subject property \_\_\_\_\_

Building coverage \_\_\_\_\_

Outdoor storage \_\_\_\_\_

Stormwater facilities \_\_\_\_\_

Impervious surfaces \_\_\_\_\_

Landscaping and other undeveloped areas \_\_\_\_\_

Wetlands \_\_\_\_\_

100-year floodplain \_\_\_\_\_

Impervious surfaces include buildings, parking areas and driveways, sidewalks, decks, patios, and other types of 'hard' surfaces.

Attach appropriate documentation if there are any wetlands.

**9. Street access**

Name	New Access	Change to Existing Access	No Change to Existing Access
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**10. Traffic generation**

Will the proposed project create 500 trips per day or more?

- No
- Yes     Attach a traffic impact report to this application. See s. 11.06.151 of the zoning code for additional details.

Will the proposed project create 300 trips per day or more, but less than 500?

- No
- Yes     The city may require a traffic impact report as described in s. 11.06.151 of the zoning code. Please contact the Community Development Department for further guidance.

**11. Parking** (See the standards and requirements in Article 17 of the zoning code.)

Minimum number of required spaces \_\_\_\_\_ See Appendix B of the zoning code for parking requirements for the proposed land use(s).

Proposed number of spaces \_\_\_\_\_ If the number of proposed spaces exceeds what is required by more than 15 percent, the Planning Commission may grant a special exception to allow oversized parking areas. (See s. 11.17.03(r) of the zoning code.)

ADA van accessible spaces \_\_\_\_\_

Other ADA accessible spaces	_____	
Number of electric charging stations (if any)	_____	Charging stations are not required, but are recommended.
Bicycle parking spaces	_____	Bike parking is not required, but is recommended. (See s. 11.17.06 of the zoning code.)
Number of spaces in front of the building	_____	The number of spaces in front of the building may be limited depending on the zoning district. (See Appendix C of the zoning code.)
Number of spaces on the side(s) of the building	_____	
Number of spaces to the rear of the building	_____	

**12. Outdoor lighting** (See the standards and requirements in Article 18 of the zoning code.)

	<b>Number of Fixtures</b>	<b>Lumens</b>
Building 1	_____	_____
Building 2	_____	_____
Building 3	_____	_____
Parking lot 1	_____	_____
Parking lot 2	_____	_____
Parking lot 3	_____	_____
Other	_____	_____
Other	_____	_____
Total	_____	_____

Maximum lighting levels at each property boundary line (in footcandles):	_____	Attach a photometric plan to this application along with manufacturer's cut sheets for the different kinds of light fixtures.
Height of parking lot lights above grade (if any):	_____	

**13. Fencing.** Will the proposed project include fencing?

- No
- Yes (See Article 15 of the zoning code for the standards and requirements that apply.)

If yes, please describe and/or attach a fencing plan.

**14. Stormwater.** Describe how stormwater generated on the site will be handled.

15. **Site plan.** Attach a site plan drawn to scale with the following information to the extent it applies to the proposed project. The items with an asterisk are required. Check those elements that are included.

<b>Background Project Information</b>	<b>Buildings and Outdoor Storage/Activity Areas</b>	<b>Transportation Facilities (existing and proposed)</b>
<input type="checkbox"/> Project name*	<input type="checkbox"/> Existing and proposed	<input type="checkbox"/> Streets
<input type="checkbox"/> Applicant name*	<input type="checkbox"/> Existing within 50 feet of subject property	<input type="checkbox"/> Driveways and road access onto public and private roads
<input type="checkbox"/> Preparation date/revision*	<b>Required Setbacks</b>	<input type="checkbox"/> Sidewalks and trails
<input type="checkbox"/> Name of preparer*	<input type="checkbox"/> Yard setbacks (front, side, rear and shore)	<input type="checkbox"/> Fire lanes (i.e., fire apparatus access)
	<input type="checkbox"/> On-site septic systems	<input type="checkbox"/> Clear visibility triangles (location and dimensions)
<b>Survey Information</b>	<input type="checkbox"/> On-site wells and off-site wells within 10 feet of the perimeter of the subject property	<b>On-Site Parking (existing and proposed)</b>
<input type="checkbox"/> North arrow and graphic scale*		<input type="checkbox"/> Access aisles and parking spaces by size
<input type="checkbox"/> Address of subject property or legal description*	<b>Landscaping Features (existing and proposed)</b>	<input type="checkbox"/> Location of accessible parking spaces
<input type="checkbox"/> Property boundaries *	<input type="checkbox"/> Fences, buffers, and berms	<input type="checkbox"/> Location and specifications/dimensions for accessibility ramps
<input type="checkbox"/> Acreage of subject property*	<input type="checkbox"/> Pervious and impervious surfaces by type	<input type="checkbox"/> Type and location of on-site parking signs and traffic control signs
	<input type="checkbox"/> Site amenities (benches, fountains, etc.)	<input type="checkbox"/> Surface materials for parking lot (e.g., concrete, bituminous concrete, pavers)
<b>Project Development Information</b>	<input type="checkbox"/> Existing trees and other prominent vegetation	<input type="checkbox"/> Snow storage areas
<input type="checkbox"/> Land use summary table by density/intensity and acreage*	<input type="checkbox"/> Trees / shrubs to be planted, including a plant list and specs.	<input type="checkbox"/> Areas designated for queuing of vehicles for drive-through facilities (e.g., car washes, drive-up service windows, etc.)
<input type="checkbox"/> Easements/rights-of-ways (location, width, purpose, ownership)	Trees / shrubs to be retained	<input type="checkbox"/> Pedestrian walks between the parking lot and the building
<input type="checkbox"/> Common areas/conservancy areas (location, purpose, ownership)		<input type="checkbox"/> Designated areas of a parking area for pedestrian walks
<input type="checkbox"/> Land to be dedicated to the public (boundaries, area, purpose)	<b>Outdoor Lighting (existing and proposed)</b>	<input type="checkbox"/> Loading lanes and loading docks
	<input type="checkbox"/> Location	<input type="checkbox"/> Stormwater drainage
<b>Setting</b>	<input type="checkbox"/> Fixture specifications	<input type="checkbox"/> Distance between parking areas and adjoining properties if less than 20 feet
<input type="checkbox"/> Property boundaries within 50 feet of the subject property		<input type="checkbox"/> Areas designated for bicycle parking
<input type="checkbox"/> Land uses within 50 feet of the subject property	<b>Stormwater Facilities (existing and proposed)</b>	
<input type="checkbox"/> Zoning district boundaries within 50 feet of the subject property	<input type="checkbox"/> Location	
<input type="checkbox"/> Municipal boundaries within 50 feet of the subject property	<input type="checkbox"/> Specifications for each facility	
<b>Site Features (existing and proposed)</b>	<b>Utilities (existing and proposed)</b>	<b>Signs (existing and proposed)</b>
<input type="checkbox"/> Ground contours when slopes exceed 8 percent	<input type="checkbox"/> Location	<input type="checkbox"/> Location
<input type="checkbox"/> Wetlands	<input type="checkbox"/> Type (sewer, telephone, etc.) (buried or overhead, if applicable)	<input type="checkbox"/> Specifications for each sign including type, height, dimensions, lighting, and other factors considered during the review process
<input type="checkbox"/> Woodlands	<input type="checkbox"/> Size/capacity, if applicable	
<input type="checkbox"/> Wildlife habitat, including critical wildlife habitat		
<input type="checkbox"/> Environmentally sensitive features		
<input type="checkbox"/> Water resources (rivers, ponds, etc.) and ordinary high-water mark for navigable waters		
<input type="checkbox"/> Floodplain boundaries and elevations of the same		

**Part C. Plan of Operation**

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**16. Operating conditions**

Hours of operation: \_\_\_\_\_

Estimated number of full-time employees \_\_\_\_\_

Estimated number of part-time employees \_\_\_\_\_

Maximum number of employees onsite at peak hours \_\_\_\_\_

Will the proposed business operation create any noise outside of the building? \_\_\_\_\_

Refer to s. 11.06.147 of the zoning code.

Will the proposed business operation create any emissions (e.g., fumes, smoke, steam, vapor, dust,) to the atmosphere? \_\_\_\_\_

Refer to s. 11.06.148 of the zoning code.

Will the proposed business operation create any vibrations outside of the building? \_\_\_\_\_

Refer to s. 11.06.149 of the zoning code.

Will the proposed business operation involve any explosives or other flammable materials? \_\_\_\_\_

Refer to s. 11.06.150 of the zoning code.

Will the proposed business operation involve any radioactive materials? \_\_\_\_\_

Will the proposed business operation create special needs for wastewater disposal? \_\_\_\_\_

Will the proposed business operation require unusually high levels of public water? \_\_\_\_\_

**17. Licensing.** What kind of federal, state, county or city licensees will be required to operate the proposed business?

**Part D. Other**

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**18. Attachments** List any attachments included with your application.

**19. Other information** You may provide any other information you feel is relevant to the review of your application.

**20. Mandatory meeting with staff**

When did you meet with the Community Development Director? \_\_\_\_\_

Month/year

**21. 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 submission of this application authorizes City officials and employees, and other designated agents, including those retained by the City, to enter the property to conduct whatever site investigations are necessary 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 and 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