



SITE PLAN APPROVAL APPLICATION

Part I. General Information

Applicant information: Person's Name(s): _____
 Firm Name (if any): _____
 Relationship (check one): Owner Tenant Prospective Owner/Tenant Representing: _____
 Mailing Address: _____ City: _____ State: ____ Zip: _____
 Telephone: _____ Fax: _____ e-mail: _____

Property owner information: Person's Name(s): _____
 Ownership (check one): Individual Trust Partnership Corporation/LLC Other: _____
 Mailing Address: _____ City: _____ State: ____ Zip: _____
 Telephone: _____ Fax: _____ e-mail: _____

Parcel number or legal description of subject property: _____

Address or street boundaries of subject property: _____

- Current and proposed use of subject property (check all applicable uses, and whether each is a current use, proposed use, or both):
- multiple family residential—3+ unit building(s) (current use proposed use)
 - mixed commercial/residential building(s) (current use proposed use)
 - office/research (current use proposed use)
 - retail/commercial services (current use proposed use)
 - manufacturing/warehousing/contractor (current use proposed use)
 - institutional use (current use proposed use)
 - parking (current use proposed use)
 - significant earth filling, excavating, grading (current use proposed use)
 - other use: _____ (current use proposed use)

Summary of proposed project (attach pages as necessary): _____



Parcel Address or ID #: _____

Part II. Application Submittal Requirements

Along with this application, please include a deposit of \$750 to cover Village processing and review expenses. Also, please submit one digital copy in an easily reproducible format (e.g., PDF) of all plans that are required to make a complete application. The Village Administrator may also require hard copies after you provide a digital copy. Except as the Village Administrator may otherwise allow, each complete application must include one or more plan sheets specifying the following information:

- A title block that indicates the name, address, and phone/fax number(s) of the current property owner and/or agent(s) (i.e., 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.
- All property lines and existing and proposed right-of-way lines with bearings & dimensions labeled.
- Delineation of floodplains, wetlands, shoreland setback areas, slopes of 12 percent or greater, mature trees, and woodlands (as defined in Section 10-1-0702 of the zoning ordinance), and any other proposed areas of Permanently Protected Green Space, with labels and descriptions.
- 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/minimum yards applicable to the zoning district(s), including setbacks from natural resources.
- A grading plan showing existing and proposed grades, including retention walls and related devices.
- An erosion and sediment control plan, where required under the Village's Construction Site Erosion Control and Stormwater Management regulations (Title 10, Chapter 9 of Code) and to the specifications of that Chapter.
- The location of existing and proposed stormwater management facilities and structures, including a stormwater management plan where required under the Village's Construction Site Erosion Control and Stormwater Management regulations (Title 10, Chapter 9 of Code) and to the specifications of that Chapter.
- Proposed land use(s), with projected number of employees, residents, and customer capacity.
- All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, walls, utility poles, drainage facilities, and mechanical and utility units.
- Locations and dimensions of all access points onto public streets.
- Locations and dimensions of all on-site parking (and, if applicable, off-site parking), including summary of number of parking stalls provided versus required by zoning ordinance for the land use.
- Locations and dimensions of all loading and service areas on the subject property and labels indicating the dimension of such areas.
- Location of all outdoor storage areas including dumpsters and the height, design, and materials of all screening fences.
- Locations, types, heights, fixture designs, and cut-off angles of all exterior lighting, including a detailed photometric plan showing the distribution of light output across the property to the property lines and complying with the requirements of Section 10-1-0811 of the zoning ordinance.



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- A detailed landscaping plan at the same scale as the main plan showing the location of all required bufferyard and landscaping areas, complying with the requirements of Section 10-1-0702.
- Elevation drawings, drawn to a recognized architectural scale, of proposed buildings or proposed remodeling of existing buildings to include exterior or roof mechanical equipment and showing finished exterior treatment, with adequate labels provided to clearly depict exterior materials, texture, color, and overall appearance. Each exterior door shall be numbered on the elevations and on the actual building to facilitate subsequent emergency access, based on a numbering scheme available from the Village Administrator or the area's protective service providers.
- Locations, types, heights, sizes and lighting of all existing signage on the subject property, and for proposed signage to the extent practical at the time of application.
- In the site plan map legend, the following additional data for the subject property:
 - Proposed Zoning (or existing zoning if no change proposed)
 - Lot Area
 - Total number and type of residential dwelling units (if applicable)
 - Total Gross Floor Area of buildings
 - Floor Area Ratio (in business, manufacturing, institutional, and airport districts)
 - Landscape Surface Area
 - Landscape Surface Ratio
 - Building Heights
- The location of all outdoor areas for daily, seasonal, or longer-term sales, display, and/or collection of merchandise, including but not limited to donation drop-off boxes and vending machines.
- Plans and methods for fire control and suppression, which may include hydrants, sprinklers, alarms, and/or access rooms. Compliance with the Fire Code shall be required.
- If hazardous materials are to be kept or stored on site, a written description of such materials and the operations involving such materials conducted on their property. The Village may also require a process safety management, risk management, containment, and emergency response program.
- A stormwater utility service application per Section 5-6-7 of the Village Municipal Code.
- Any of following additional information, if requested by Village Administrator or Plan Commission:
 - Operational details that may affect municipal services such as average and peak utility usage, and average and peak traffic generation.
 - Operational details pertaining to potential nuisances such as hours of operation, outdoor storage, vibration, noise, air pollution, odor, glare, heat, fire and explosion, toxic and noxious materials, and hazardous materials as they relate to the performance standards of Article 8 of the zoning ordinance.
 - Details relating to exterior building, fence materials, lighting, or other improvements.
 - Possible future building and/or parking lot expansions.
 - Certified Survey Map in cases where lot lines or easements are unclear or require adjustment.
 - Other information to understand the use and relationship to nearby properties and Comprehensive Plan.



Parcel Address or ID #: _____

Part III. Comparison of Proposed Site Plan with Required Review Criteria (to be completed below or on an attached sheet)

1. Have all standards of the Village zoning ordinance and other applicable Village, Town, State, and Federal regulations been met? Explain how, or why not. (Consult with Village Administrator.)

2. Explain what measures you have taken so that the project will not endanger public health or safety.

3. Have adequate public facilities and utilities been provided to serve the site? If not, how will they?

4. How will stormwater and erosion be adequately managed?

5. How will disruptions to existing topography, drainage patterns, and vegetative cover be minimized?

6. How will traffic control and parking appropriate to the site and proposed land use be provided?

7. What measures will be taken to provide appropriate landscaping and open space areas?

8. How will building comply with architectural standards in Article 6 of the zoning ordinance?



Parcel Address or ID #: _____

Part IV. Reimbursement for Development Review Services

The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 10-1-1318(d) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

Part V. Signatures

By signing and dating below, I/We:

1. Reviewed and understand the Village of Prairie du Sac zoning ordinance and its standards of approval related to this application;
2. Read, understand, and accept my/our responsibilities under the reimbursement section above;
3. Submitted an application that is true, correct, and complete to the best of my/our knowledge;
4. Acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application;
5. Understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons;
6. If this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and
7. Understand that the Village’s zoning ordinance and/or the conditions of development approval may specify timeframes within which I/we must take certain actions related to the development of the subject property, or risk having the approval being nullified.

Signature of Applicant

Date

Signature of Property Owner (if different)

Date



Parcel Address or ID #: _____

Part VI. Record of Administrative Procedures (*to be completed by Village*)

- Verification that subject property within (check one)
 - Village of Prairie du Sac
 - Town of Prairie du Sac (i.e., in Village Extraterritorial (ET) Zoning Jurisdiction)

- Pre-application conference with Village Administrator or designee (optional)

Date of conference: _____ Participants: _____

- Pre-application conference with Village Plan Commission or Joint ET Committee (optional)

Date of Conference: _____

- Application and required plans filed with Village

Date filed: _____

Name of Village staff person who accepted application: _____

- Application deposit of \$750 received by Village

Date received: _____

Name of Village staff person who accepted fee: _____

- Application and submitted plans verified as being complete

Date verified: _____

Name of Village staff person who verified application as complete: _____

- Village Plan Commission or Joint ET Committee action scheduled

Meeting date: _____

- Village Plan Commission or Joint ET Committee action taken (within 45 days of complete app.)

Meeting date: _____

Action (circle one): Approval as presented Approval with conditions Denial

- Applicant notified of Village Plan Commission or Joint ET Committee action

Date: _____

Name of Village staff person who notified Applicant: _____