City of Fort Atkinson
101 N. Main Street
Fort Atkinson, WI 53538

City of Fort Atkinson Procedural Checklist for Public Monument/Building Review Requirements per Wis. Statutes 62.23 (5) and Section 15.10.42 of the Zoning Ordinance

This form is designed to be used by the Applicant as a guide to submitting a complete application for a site plan and by the City to process the application.

Name, company, and client (if applicable): _____

_____

_____

Phone number: _____ Email: _____

Property address for site plan: _____

_____

I Applicability

Site plan review and approval shall be required for changes to site characteristics (listed in Section 15.10.42).

II Application Requirements

The Applicant shall submit an electronic copy or paper copies, if required by the City, of the application. Applications for site plans shall contain all of the following, unless specific application requirements are waived in writing by the Zoning Administrator.

- ❑ Written description of the intended use describing in reasonable detail the following:
  - ❑ Existing zoning district(s) and proposed zoning district(s), if different.
  - ❑ Existing and proposed land uses, including a survey of existing buildings or monuments onsite.
  - ❑ Projected number of residents, employees, and/or daily customers.
  - ❑ Demonstration of compliance with the applicable standards and requirements of the City of Fort Atkinson Municipal Code.
  - ❑ Demonstration of consistency with the Comprehensive Plan.
  - ❑ Fencing materials (Section 15.06.40).
  - ❑ Explanation of the purpose of the public monument or building (must serve a public purpose)
  - ❑ Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties.
- ❑ A small location map showing the subject property and illustrating its relationship to the nearest street intersection.
- ❑ Pre-Development Site Information.
  - ❑ Legal description of the subject property.
  - ❑ Existing property lines and setback lines.
  - ❑ Existing structures and paved areas.
  - ❑ Existing right of way lines with bearings and dimensions clearly labeled.

- ❑ Existing easements and utilities.
- ❑ Existing and proposed topography with a maximum contour interval of 2 feet, except where existing ground is on a slope of less than 2 percent where one foot contours shall be shown.
- ❑ The outer edges of all natural resource areas (i.e. floodplains, shorelands, wetlands, drainageways, woodlands, steep slopes).

❑ Proposed Post-Development Site Information.

- ❑ Property lines and setback lines.
- ❑ Location of all proposed structures and use areas, including paved areas, building entrances, walks, drives, decks, patios, fences, utility poles, and drainage facilities.
- ❑ Proposed right of way lines with bearings and dimensions clearly labeled.
- ❑ Proposed access points onto public streets and access drives on the subject property.
- ❑ Location and dimension of all on-site parking (and off-site provisions if they are to be employed), including a summary of the number of parking stalls provided.
- ❑ Location of all proposed parking and traffic circulation areas.
- ❑ Location and configuration of all visibility triangles proposed on the subject property.
- ❑ Location and dimension of all loading and service areas on the subject property.
- ❑ Location of all outdoor storage areas and the design of all screening devices.
- ❑ Location of all rooftop, wall-mounted, and ground-mounted mechanical equipment, and the design of all screening devices.
- ❑ Location and type of all stormwater facilities and management approach to be employed and a copy of the proposed maintenance agreement.
- ❑ Location of snow storage areas, except for single family and two family residential.
- ❑ Proposed easement lines and dimensions with a key provided and explanation of ownership and purpose. Easement documents governing public access or cross access should be provided for review.
- ❑ Location and size of all gas, electric, water, storm and sanitary utilities serving the parcel.
- ❑ Location, type, height, size, and lighting of all signage on the subject property.
- ❑ In the legend, include the following data for the subject property: lot area, flood area, floor area ratio, impervious surface area, impervious surface ratio, and building heights.
- ❑ <u>Proposal short and long-term maintenance plan for proposed buildings and/or monuments.</u>

❑ Detailed Landscaping Plan. If required, a landscape plan depicting the location, type, and size at time of planting and maturity of all landscaping features as required in Article VIII.

❑ Grading and Erosion Control Plan. Scaled drawing depicting existing and proposed grades, including retention walls and related devices, and erosion control measures. Written erosion control plan indicating pre-site disturbance elements, maintenance and inspection timing of same during construction, provisions for temporary stabilization during construction and final stabilization plan.

❑ Elevation Drawings.

- ❑ Elevations of proposed buildings or proposed remodeling of existing buildings showing finished exterior treatment and all rooftop, wall-mounted, and ground-mounted mechanical equipment.
- ❑ Depict exterior materials, texture, color, and overall appearance.

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- ❑ Perspective renderings of the proposed project and/or photos of similar structures may also be submitted, but not in lieu of drawings showing the actual intended appearance of the building(s).

❑ Photometric Plan

- ❑ Location, type, height, design, illumination power, and orientation of all exterior lighting on the subject property.
- ❑ Impact of lighting across the entire property to the property lines rounding to the nearest 0.10 foot candles.

❑ Operational Plan.

- ❑ Describe the proposed hours of operation and traffic generation.
- ❑ Describe the goal of this monument or building including how it will serve the public and improve the site on which it may be located.
- ❑ Procedures for snow removal, except for single and two family residential.

III Process Checklist

- ❑ Pre-Application conference with Staff (recommended) Date: _____
- ❑ Reimbursement of professional consultant costs agreement executed Date: _____
- ❑ Receipt of final application packet by Engineering Date: _____
- ❑ City Staff input Date: _____
- ❑ Review and action by Engineering and Zoning Administrator Date: _____
- ❑ Plan Commission review and recommendation_____ Date: _____
- ❑ Review and action_____ Date: _____

Applicant signature: _____ Date: _____