City of Fort Atkinson Procedural Checklist
for Special Area Design Review Requirements per Section 15.07.50 and 15.10.43

This form is designed to be used by the Applicant as a guide to submitting a complete application for a Special Area in the Downtown Historic Mixed Use Zoning District project review and by the City to process the application.

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

_____

_____

Phone number: _____ Email: _____

Property location for review: _____

I Applicability

Actions in the Downtown Historic Mixed-use Zoning District (DHMU) which involve:

- **Renovation Review**
  Renovation of the exterior appearance of the property (such as repainting, re-roofing, residing or replacing with identical colors, finishes, and materials)
- **Design Alteration Review**
  Design alterations of the exterior appearance of the structure (such as painting, roofing, siding, architectural component substitution, fencing, paving, or signage),
- **Project Review**
  Modification to the physical configuration of a property (such as the erection of a new building, the demolition of an existing building, or the addition or removal of bulk to an existing building)

Procedure	Type of Proposal		
	Renovation[1]	Design[2]	Project[3]
1. Consultation with Zoning Administrator, City Manager, and City Engineer to confirm type of proposal	**Yes**	**Yes**	**Yes**
2. Submit Proposed and Existing Building Elevations	**Yes**	**Yes**	**Yes**
3. Submit Site Plan Application	**No**	**No**	**Yes**
4. Submit Conditional Use Permit Application	**No**	**No**	**Yes**
5. Review by Zoning Administrator and City Staff	**Yes**	**Yes**	**Yes**
6. Review and action by Plan Commission	**Yes**	**Yes**	**Yes**

KEY: **Yes** = Step is required. **No** = Step is not required.

[1]Only a replacement to or maintenance of the exterior of a property.
[2]Only a change in the appearance of a property.
[3]Modification to the physical configuration of a property, i.e. new building, addition, or demolition

II Application Packet Requirements

The Applicant shall submit __ electronic or __ paper copies of the application.

1) All applications shall be accompanied by all of the following, unless specifically waived in writing by the Zoning Administrator:

   - ❑ A clear depiction of the existing appearance of the property. Clear color photographs are recommended for this purpose. Scaled and dimensioned drawings of existing components such as windows, doors, railings, fencing or other site components, and/or detailed building elevations which are proposed for alteration or replacement may be required by the City.
   - ❑ A clear depiction of the proposed appearance of the property. Paint charts, promotional brochures, and/or clear color photographs of replacement architectural components are recommended for this purpose. Scaled and dimensioned drawings of proposed components such as windows, doors, railings, fencing or other site components, and/or detailed building elevations which are proposed for alteration or replacement may be required by the City.
   - ❑ A written description of the proposed modification, including a complete listing of proposed components, materials, and colors.
   - ❑ Written justification for the proposed alteration consisting of the reasons why the applicant believes the request is in harmony with the building design standards of the Downtown Historic Mixed-Use Zoning District (Section 15.07.50), as applicable.

ONLY Project Review

2) All Project Review applications shall be accompanied by the items listed in 1) above, in addition to the application requirements for conditional use permits (15.10.32), unless specifically waived in writing by the Zoning Administrator.

3) For all projects involving a new building, or an addition exceeding 100 square feet of gross floor area that reduces or extends a building's footprint or height, a detailed, scaled site plan which provides the following information:

   - ❑ A title block indicating name and address of the current property owner, developer and project consultants.
   - ❑ 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 dimensions clearly labeled.
   - ❑ All existing and proposed easement lines and dimensions with a key provided and explained as to ownership and purpose.
   - ❑ All existing and proposed buildings, structures, and paved areas, including walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls.
   - ❑ All required building setback lines.
   - ❑ The location, type and size of all signage on the site.
   - ❑ The location, type and orientation of all exterior lighting on the subject property.
   - ❑ The location of all access points, parking and loading areas on the subject property, including a summary of the number of parking stalls and labels indicating the dimension of such areas.
   - ❑ The location of all outdoor storage areas.
   - ❑ The location and type of any green space areas.
   - ❑ The location of existing and proposed drainage facilities.
   - ❑ In the legend, the following data for the subject property: lot area, floor area, impervious surface area, impervious surface ratio, and building height.

- ❑ A detailed landscaping plan depicting the location, type, and size at time of planting and maturity of all landscaping features as required in Article VIII.

III Review Process

Renovation Review proposals are subject to the following procedures:

- The Zoning Administrator shall determine whether the Renovation Review application is complete and fulfills the requirements of this Chapter. If the application is determined to be incomplete, the Zoning Administrator, shall notify the applicant.
- The Zoning Administrator shall coordinate review with the City's Departments.
- The Plan Commission shall review and approve or deny the application.

Design Alteration Review proposals are subject to the following procedures:

- The Zoning Administrator shall determine whether the Design Alteration Review application is complete and fulfills the requirements of this Chapter. If the application is determined to be incomplete, the Zoning Administrator, shall notify the applicant.
- The Zoning Administrator shall coordinate review with the City's Departments.
- The Plan Commission shall review and approve or deny the application.

Project Review proposals shall follow procedures for conditional use permits; refer to Section 15.10.32.

- The Zoning Administrator shall determine whether the Renovation Review application is complete and fulfills the requirements of this Chapter. If the application is determined to be incomplete, the Zoning Administrator, shall notify the applicant.
- The Zoning Administrator shall coordinate review with the City's Departments.
- The Plan Commission shall review and approve or deny the application.

The Zoning Administrator, City Engineer, and Department Heads shall review the complete application and evaluate whether the project:

1. Is in harmony with the recommendations of the Comprehensive Plan.
2. Would result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare.
3. Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.
4. The project is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property.
5. The potential public benefits outweigh any and all potential adverse impacts of the proposed conditional use, after taking into consideration the applicant‘s proposal and any requirements recommended by the applicant to ameliorate such impacts.

IV Process Checklist

- ❑ Staff-Applicant meeting (if applicable) Date: _____
- ❑ Application fee of $_____ received by City Treasurer Date: _____
- ❑ Reimbursement of professional consultant costs agreement executed. Date: _____
- ❑ Receipt of complete application packet by Zoning Administrator Date: _____
- ❑ City Staff input Date: _____
- ❑ Class 2 legal notice sent to official newspaper by City Clerk (if applicable) Date: _____
- ❑ Class 2 legal notice published on _____ (if applicable) Date: _____
- ❑ Notification of neighboring property owners within 100 feet of the petition (if applicable) Date: _____
- ❑ Notification of clerks of municipalities within 1,000 feet of the petition (if applicable) Date: _____
- ❑ Notification of airports within 1 mile of the petition (if applicable) Date: _____
- ❑ Plan Commission Public Hearing, review and recommendation Date: _____
- ❑ City Council review and action (if applicable) Date: _____

2026 Fees: Renovation Review-$25 per request
Design Alteration Review-$50 per request
Project Review- $200 per request

Dated this ____ day of _____, 20 ____

Respectfully submitted,

_____
(Signature of Applicant)