

Date Filed _____
Amount Paid _____
Check No. _____



VILLAGE OF WESTON

SITE PLAN APPROVAL APPLICATION

One complete set of 11 by 17 size plans and an electronic copy (in PDF format) are needed for the initial staff preliminary review. This completed application, site plan review fee and drawing/s that meet all ordinance requirements are required for the project to be added to the next available Plan Commission Agenda.

Complete Site Plan Review Fees (All elements of Partial Site Plan below must be included) :

- Parcels ≤ One Acre in size or Building Additions - \$300**
- Parcels > One Acre in Size - \$650**

Partial Site Plan or Revisions to Previously Approved Plans (Choose all that apply)

- General Site Plan Showing Setbacks - \$100**
- Landscape Plan - \$100**
- Lighting Plan - \$100**
- Paving/Parking Lot Plan - \$100**
- Utility Plan - \$100**
- Architectural Review - \$100**
- Grading Plan/Stormwater Plan \$100 (Revised plans only....choose drainage fee above if new project)**
- Erosion Control Plan - \$100**

TOTAL FEE SUBMITTED: _____

APPLICANT: _____ **PHONE NO:** (____) _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

OWNER IF DIFFERENT THAN APPLICANT: _____

EMAIL ADDRESS: _____ **PHONE NO:** (____) _____

MAILING ADDRESS: _____

CONTRACTOR: _____ **PHONE NO:** (____) _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____



OCCUPANT/BUSINESS NAME (Use additional paper if more than one tenant): _____

PHONE NO: () _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

LEGAL DESCRIPTION OF PROPERTY: _____

TAX PARCEL NO: _____ SUBDIVISION: _____

TAX PARCEL IDENTIFICATION NUMBER (PIN): _____

LOT AREA IN SQUARE FEET & ACRES: _____

SETBACKS: FRONT _____ REAR _____ LEFT _____ RIGHT _____ (MUST BE CLEARLY NOTED ON SITE PLAN)

PROPOSED BUILDING SIZE (IN SQUARE FEET): _____

FEET OF STREET FRONTAGE: _____

PARCEL SITE ADDRESS: _____

PROPOSED USE: _____

CURRENT ZONING DISTRICT: _____

ADJACENT PROPERTY ZONING: _____

REZONING REQUIRED? ___NO ___YES IF YES, WHY? _____

VARIANCE REQUIRED? ___NO ___YES IF YES, WHY? _____

CONDITIONAL USE REQUIRED? ___NO ___YES IF YES, WHY? _____

TYPE OF OCCUPANCY: _____ ESTIMATED DATE: _____

IS OCCUPANCY COMPATIBLE WITH CURRENT ZONING? _____YES _____NO

WILL NOISE LEVEL BE CODE COMPLYING? _____YES _____NO

THE FOLLOWING IS REQUIRED AT TIME OF COMPLETE SITE PLAN SUBMITTAL. PLEASE ATTACH ONE LARGE AND ONE 11 x17" PLOT PLAN/S OR PDF PLANS SHOWING THE FOLLOWING FOR STAFF REVIEW:

- OPERATIONAL PLAN DESCRIBING, IF APPLICABLE, THE PROPOSED USE OF THE SITE INCLUDING HOURS OF OPERATION, NUMBER OF PROPOSED EMPLOYEES, AMOUNT OF PRIMARY FLOOR AREA USED BY CUSTOMERS, NUMBER OF POTENTIAL TENANTS, NEED FOR TRUCK TRAFFIC/DELIVERIES
- NORTH ARROW, WRITTEN AND GRAPHIC SCALE
- ALL PROPERTY BOUNDARIES WITH DIMENSIONS

- ALL SETBACKS
- EXISTING AND PROPOSED CONTOURS/GRADING
- LOCATION AND NAMES OF CENTERLINE OF ADJOINING STREETS, PROPOSED DRIVEWAYS, AND PARKING
- LOCATION OF ANY EXISTING BUILDINGS, PROPOSED BUILDINGS OR ADDITIONS
- PROPOSED FLOOR ELEVATION IN RELATION TO EXISTING GRADE AND STREET GRADE
- LOCATIONS AND DESCRIPTIONS OF EASEMENTS
- UTILITY PLANS** – SIZE & LOCATION OF SEWER & WATER MAIN CONNECTION FROM CURB TO BUILDING – SHOW PROPOSED METERING POINTS AND ARRANGEMENT
- LOCATIONS AND TYPE OF PROPOSED LIGHTING (**LIGHTING PLAN** WITH LIGHTING SPECIFICATIONS)
- LOCATIONS AND TYPE OF PROPOSED SCREENING (**LANDSCAPING PLAN** WITH PROPOSED QUANTITIES AND TYPES OF PLANT MATERIAL-INCLUDING EXISTING ON SITE VEGETATION)
- LOCATIONS AND TYPE OF PROPOSED SIGNS AND/OR EXISTING SIGNS
- LOCATIONS AND TYPE OF REFUSE ENCLOSURE
- COMPLETION OF DRAINAGE PLAN SPECIFICATION FORM (ATTACHED)
- DRAINAGE PLAN** WITH DRAINAGE CALCULATIONS (INCLUDING TOTAL IMPERVIOUS AREA) AS REQUIRED BY VILLAGE ORDINANCE (**PLEASE PROVIDE 2 COPIES OF INITIAL DRAINAGE PLAN & ALL REVISIONS**)
- NR216 POST-CONSTRUCTION **STORMWATER MANAGEMENT PLAN** (SWMP)
- BEST MANAGEMENT PRACTICES (BMP) STRUCTURES & AREAS WITH ELEVATIONS & SLOPE RATIOS
- HIGH WATER LINE ELEVATION OF ANY ADJOINING STREAM OR LAKE – FLOODWAYS/FLOODPLAINS AND WATER ELEMENTS

PLEASE NOTE WHY ANY OF THE ABOVE ARE NOT CHECKED AND ENCLOSED AT TIME OF SUBMITTAL:

APPLICANT'S SIGNATURE: _____ DATE SIGNED: _____

APPLICANT'S PHONE NUMBER: _____ FAX NUMBER: _____

APPLICANTS EMAIL ADDRESS: _____



DRAINAGE PLAN SPECIFICATIONS

Date of Submittal: _____, 20____

OWNER:	PHONE NO.
ADDRESS:	
DEVELOPER:	PHONE NO.
ADDRESS:	
BUILDER:	PHONE NO.
ADDRESS:	
LOT/CSM ADDRESS:	
SUBDIVISION:	

ZONING: R1 R2 R3 R4 R5 RE RR RR-10 AG RTF
 (circle) S-R B-2 B-3 B-4 B-P LMD M-1 PUL

LOT SIZE: SQ. FT _____ ACRES _____

Building Type (i.e. Single Family, Duplex, Commercial, etc.): _____

PROPOSED IMPERVIOUS AREA:

HOME & ATTACHED GARAGE: _____ SQ FT
 DETACHED GARAGE: _____ SQ FT
 ACCESSORY BUILDINGS: _____ SQ FT
 COMMERCIAL BUILDING (\$): _____ SQ FT

DRIVEWAY: ASPHALT CONCRETE GRAVEL _____ SQ FT

PRIVATE WALKWAY: ASPHALT CONCRETE GRAVEL _____ SQ FT

PARKING LOT ASPHALT CONCRETE GRAVEL _____ SQ FT

TOTAL IMPERVIOUS AREA: _____ SQ FT

For office use only

Total Impervious area: _____ ft² Yearly Charge: \$ _____

Number ERU(s): _____ Quarterly Charge: \$ _____

ELEVATIONS REQUIRED ON DRAINAGE PLAN (DISTURBANCE < 1-ACRE ONLY):

- All Corners
- Crown of Road at Property Lines and Center of Lot
- Proposed Garage Floor
- Proposed Lowest Exit
- Proposed Lowest Window

CRITERIA NEEDED ON DRAINAGE PLAN (DISTURBANCE < 1-ACRE ONLY):

- Final Drainage Contours Below Lowest Exit and Lowest Window
- Final Drainage Effect on Adjoining Properties
- Proposed Drainage Retention/Detention Plans
- Existing Drainage Routes
- Proposed Drainage of Discharge Points

COMMERCIAL: > 1-ACRE DISTURBANCE

STORMWATER MANAGEMENT PLAN (SWMP) REQUIREMENTS:

- Refer to the NR 216/NR 151 and the Village's Stormwater Ordinances 86.300+ & 86.400+ (<http://www.westonwisconsin.org/>).
- All SWMP shall be bound with the site name and address displayed on the cover page.
- All SWMP shall be sealed and signed by a WI Professional Engineer.
- All SWMP shall include completed drainage plan specifications (this document) in its contents.

CRITERIA REQUIRED ON SWMP PLAN (DISTURBANCE > 1 ACRE - ONLY):

- Overview of Site Information
 - Project Location and Figure
 - Intended Usage and Construction Phasing
- Pre-Development/Existing Conditions and Calculation Results
- Post-Development/Existing Conditions and Calculation Results
 - Supporting Calculations and Figures (both Pre- and Post-): Including but not limited to the Sub-Basin Maps, Marathon County Soil Survey Information, etc.
- Detention and Infiltration Basin Summary/Design Information
- Total Suspended Solids (TSS) Removal Summary/Water Quality Summary
- Erosion Control Summary
- Engineering Plans and Specifications Sheets
 - Including but limited to Existing Contours, Proposed Contours, Building USGS Elevations, Basin Cross-sections, etc.
- Responsible Party(s) and Contact Information for the Maintenance and Inspections of SWMP and System