

# CHAPTER 8

## DEVELOPMENT REVIEW PROCEDURES

### Part 2: Site Plans

#### Article B – Site Plan Review

##### **Sec. 13-8-4 Site Plan Permit.**

*A 30-day review period is typical for site plans. Site plan permits must be approved prior to the issuance of building permits.*

- (a) **Site Plan Permit Required.** No new structure, new use of land, water or air or change in the use of land, water or air shall hereafter be permitted and no structure or part thereof shall hereafter be located, erected, moved, reconstructed, extended, enlarged, converted or structurally altered without a site plan permit.
- (b) **Application.** Applications for a site plan permit shall be made to the Land Use and Development Director and shall include the following where pertinent and necessary for proper review:
- (1) Names and addresses of the applicant, owner of the site, architect, professional engineer and contractor.
  - (2) Description of the subject site by lot, block and recorded subdivision or by metes and bounds; address of the subject site; type of structure; existing and proposed operation or use of the structure or site; number of employees; and the zoning district within which the subject site lies.
  - (3) A complete drainage plan, landscape plan, with plant locations, quantities and sizes, an erosion control plan meeting Wisconsin Construction Site Best Practices and a detailed and to-scale layout plan.
  - (4) Plat of survey prepared by a land surveyor registered in the State of Wisconsin or other map drawn to scale and showing such of the following as may be required by the Land Use and Development Director: the location, boundaries, dimensions, uses, and size of the following: subject site; existing and proposed structures; existing and proposed easements, streets and other public ways; public utilities; off-street parking, loading areas and driveways; existing highway access restrictions; high water; channel, floodway and floodplain boundaries; and existing and proposed street, side and rear yards.
  - (5) Additional information as may be required by the Land Use and Development Director or the Plan Commission and Common Council (if involved).
  - (6) The application fee for site plan permits shall be Fifty Dollars (\$50.00) for projects having a construction cost of less than Seventy Five Thousand Dollars (\$75,000.00), One Hundred Dollars (\$100.00) for projects having a construction cost of Seventy Five Thousand Dollars (\$75,000.00) or greater.
- (c) **Action.**
- (1) A site plan permit shall be granted or denied in writing by the Land Use and Development Director within thirty (30) days of application and the applicant shall post such permit in a conspicuous place at the site.

**Development Review Procedures Site Plans  
13-8-4**

- (2) The permit shall expire within six (6) months unless substantial work has commenced or within eighteen (18) months after the issuance of the permit if the structure for which a permit is issued is not substantially completed, in which case of expiration, the application shall reapply for a site plan permit before commencing work on the structure.
- (3) Any permit issued in conflict with the provisions of this Chapter shall be null and void.

**Sec. 13-8-5 Certificate of Compliance Required.**

- (a) **Certificate Required.** No vacant land hereafter developed; no building hereafter erected, relocated, moved, reconstructed or structurally altered; and no floodlands hereafter filled, excavated or developed shall be occupied or used until a certificate of compliance has been issued by the Land Use and Development Director. Such certificate shall show that the structure, premises or use is in conformity with the provisions of this Chapter.
- (b) **Application for Certificate of Compliance.** Application shall be made in the same manner as for a site plan permit pursuant to Section 13-1-84 and coincidental with application for site plan and/or building permit. Application for a certificate of compliance in the floodland districts shall include certification by a registered professional engineer or land surveyor that the plans therefore will fully comply with the floodland regulations set forth in this Chapter; before certificate shall issue, further such certification by an engineer or surveyor shall also be filed to the effect that the project does, indeed, so comply.
- (c) **Existing Uses.** Upon written request from the owner, the Land Use and Development Director shall issue a certificate of compliance for any building or premises existing at the time of the adoption of this Chapter, certifying, after inspection, the extent and kind of use made of the building or premises and whether or not such use conforms to the provisions of this Chapter.
- (d) **Nonconforming Uses.**
  - (1) No nonconforming use shall be maintained, renewed or changed until a certificate of compliance has been issued by the Land Use and Development Director.
  - (2) Certificates of compliance for the continued occupancy of nonconforming uses existing at the time of the passage of this Chapter shall be issued by the Land Use and Development Director and the certificate shall state that the use is a nonconforming one and does not conform with the provisions of this Chapter. The Land Use and Development Director shall notify the owner(s) of the property being used as nonconforming use.

**Sec. 13-8-6 Site Plan Approval.**

- (a) **Site Plan Approval.** All applications for site plan permits for any construction, reconstruction, expansion or conversion shall require site plan approval by the Land Use and Development Director or Plan Commission and Common Council (if involved) in accordance with the requirements of this Chapter.
- (b) **Application.** The applicant for a site plan permit shall also submit a site plan and sufficient plans and specifications of proposed buildings, machinery and operations to enable the Land Use and Development Director and Plan Commission (if involved), or its expert consultants to determine whether the proposed application meets all the requirements applicable thereto in this Chapter.
- (c) **Administration.** The Land Use and Development Director shall review the application and plans and refer them to the City staff for review. Under certain circumstances, the Land Use and Development Director or City staff may refer site plan permit applications to the Plan Commission for review within ten (10) days of receipt of the completed application. If the application is referred to the Plan Commission, the Plan Commission shall review the application along with the Land Use and Development Director's preliminary findings, and may refer the application and plans to any expert consultants selected by the Common Council to advise whether the application and plans meet all the requirement applicable thereto in this Chapter. Within thirty (30) days of its receipt of the application, the Plan Commission shall authorize the Land Use and Development Director to issue, refuse, or refer for additional review for more information, the site plan permit. When the application is reviewed by City staff, the application will be granted, denied or referred for additional review for more information within thirty (30) days of the receipt of the completed application.
- (d) **Requirements.** In acting on any site plan, the Land Use and Development Director or Plan Commission (if involved) shall consider the following:
- (1) The appropriateness of the site plan and buildings in relation to the physical character of the site and the usage of adjoining land areas.
  - (2) The layout of the site with regard to entrances and exits to public streets; adequacy and improvement of areas for parking and for loading and unloading and shall, in this connection, satisfy itself that the traffic pattern generated by the proposed construction or use shall be developed in a manner consistent with the safety of residents and the community, and the applicant shall so design the construction or use as to minimize any traffic hazard created thereby.
- (3) The adequacy of the proposed water supply, drainage facilities and sanitary and waste disposal.
- (4) The landscaping and appearance of the completed site. The Land Use and Development Director or Plan Commission (if involved) may require that those portions of all front, rear and side yards not used for off-street parking shall be attractively planted with trees, shrubs, plants or grass lawns and that the site be effectively screened so as not to impair the value of adjacent properties nor impair the intent or purposes of this Section.

## 13-8-6

- (e) **Effect on Municipal Services.** Before granting any site approval, the Land Use and Development Director or Plan Commission (if involved) may, besides obtaining advice from consultants, secure such advice as may be deemed necessary from the Director of Public Works or other municipal officials, with special attention to the effect of such approval upon existing municipal services and utilities. Should additional facilities be needed, the Land Use and Development Director or Plan Commission (if involved) shall forward its recommendations to the Common Council and shall not issue final approval until the Common Council has entered into an agreement with the applicant regarding the development of such facilities.

