



CITY OF WAUPACA, WISCONSIN

SITE PLAN REVIEW CHECKLIST

PROJECT NAME _____

GENERAL	MET	*NOT MET	N/A
Completed Site, Building, Operation Application.			
Application Filing Fee Site Plan Fee (contact Community and Economic Development department for current fee requirements).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typed narrative describing proposed Site Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sample building materials/colors mounted on presentation board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SURVEY	MET	*NOT MET	N/A
Surveyor's stamp and signature.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
North arrow and scale.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delineation of land areas within FEMA and SEWRPC Floodplains, Base Flood Elevation, and navigable stream setback.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed building location(s) and dimensions of all existing and proposed easement(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient dimensions to indicate relationships between buildings, property lines, parking area and other elements of the Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All drawings shall include a Title Block denoting the preparer's name, address and telephone number. The Title Block shall denote the date of the Plan and any revision date(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DIMENSIONED SITE PLAN	MET	*NOT MET	N/A
1 full size digital drawing sets of all submittal requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 reduced (no larger than 11" X 17") drawing sets of all submittal requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Color elevations in PDF file and DWG/DXF Autocad Format.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
North arrow and scale.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delineation of land areas within FEMA and SEWRPC Floodplains, Base Flood Elevation, and navigable stream setback.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed location and dimensions of all of building(s) and easement(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient dimensions to indicate relationships between buildings, property lines, parking area and other elements of the Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*** NOT MET – APPLICANT SHALL EXPLAIN WHY REQUIREMENT IS NOT NECESSARY**

All drawings shall include a Title Block denoting the preparer's name, address and telephone number. The Title Block shall denote the date of the Plan and any revision date(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building floor ratio relative to subject lot area (square feet and percentage).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscape ratio relative to subject lot area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking ratio relative to principal floor area as defined in Section 17.320(3) of Zoning Code.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 color copies of all building elevations (denoting building materials and accurate color representation of materials) of proposed structure(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loading/Service areas (with turning radius denoted).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LANDSCAPE	MET	*NOT MET	N/A
Detailed Landscape Plan illustrating all bedding/plant materials (minimum shrub size 24", minimum deciduous tree caliper 2 1/2," minimum coniferous tree height 6').	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscape schedule illustrating landscape sf. ratio to lot area (minimum commercial landscape ratio is 20% of lot area or greater).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-Foot wide concrete sidewalk parallel to all County and State highways is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dimensioned snow reservoir or snow removal plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All landscaping shall be completed prior to issuance of a Certificate of Occupancy. An Irrevocable Letter of Credit for 200% of the cost to establish all landscaping with City approval may be accepted. City Planning staff shall approve landscaping costs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total area of all parking islands shall be at least 5% of parking lot area for commercial or 3% for industrial uses; Plus 1% of other vehicle use area on the property (such as loading areas) minimum size of islands is 50 sf. and minimum width is 5 feet. At least one shade tree shall be planted in every landscape island.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIGHTING	MET	*NOT MET	N/A
2 copies of a detailed Lighting Plan denoting location, type and overall height of all lighting (no lighting shall impact surrounding roadways/properties).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total height of all bases, standards and luminaries are 20 feet (all luminaries shall contain cut-off provisions).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REFUSE STORAGE	MET	*NOT MET	N/A
Location, building materials of all refuse storage enclosures (shall match primary building).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outside unenclosed storage of refuse is prohibited.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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PARKING	MET	*NOT MET	N/A
Parking space schedule identifying number of spaces relative to residential units.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
See Section 17.320(3) of Zoning Code for commercial, industrial and institutional parking requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-Residential parking prohibited within 25 Feet of any property line abutting a residential district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All parking and loading areas shall be asphalt or concrete.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum parking stall size of 9-foot with 20-foot length or 10-foot with 18-foot length.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum parking lot aisle width is 24 feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHOTOGRAPHS OR COLOR PHOTOCOPIES	MET	*NOT MET	N/A
2 color photocopies illustrating the existing site and surrounding land uses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SIGNAGE	MET	*NOT MET	N/A
A complete sign permit is required prior to construction / installation of any sign.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All flat wall signage on a multi-tenant commercial / office structure shall be a uniform color scheme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All flat wall sign permits shall contain a corresponding dimensioned building elevation and dimensioned color photocopy of proposed sign.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All multi-tenant free-standing and ground signage shall utilize a uniform signboard color / letter color.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electric reader board text may not scroll or flash.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GRADING/STORMWATER DRAINAGE	MET	*NOT MET	N/A
Two sets of a complete Stormwater Drainage / Grading Plan. The plan shall be prepared by a Wisconsin registered engineer or surveyor. Additionally, the plan shall denote existing and proposed topographic contours and elevations including any wetlands, streams, rivers or ponds. Drawings shall be based on USGS elevations and the state plan coordinate system. Erosion control measures shall be outlined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft recordable Stormwater Drainage easement(s) including specific metes and bounds descriptions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A typed narrative report containing a drainage basin map and calculations for any proposed or modified retention / detention basins.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of Wisconsin Department of Natural Resources (W.D.N.R.) Notice of Intent or Wis. D.N.R. Chapter 30 permits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of Wisconsin Department of Transportation or Waupaca County Highway Department approved permits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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TRAFFIC IMPACT ANALYSIS	MET	*NOT MET	N/A
A Traffic Impact Analysis meeting Wisconsin Department of Transportation requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENVIRONMENTAL ASSESSMENT	MET	*NOT MET	N/A
Phase I Evaluation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phase II Evaluation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remediation Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONSTRUCTION SCHEDULE	MET	*NOT MET	N/A
Site, Building Operation Plan approvals expire within six months from Plan Commission approval if substantial construction has not been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FIRE DEPARTMENT REQUIREMENTS	MET	*NOT MET	N/A
State Building Code applicable in Fire Limits:			
All buildings erected shall be the type specified in WI Enrolled Commercial Building Code Part B, (the IBC as modified by Chapter COMM 62), IBC 602.3, Type III construction or better.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the structure is located in any industrial area and is located more than 20 feet from any lot line or structure on the same property, the building may be of Type IV as specified in IBC 602.4 or better construction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All buildings shall have roof assemblies and roof coverings as specified in IBC 1 505.1, Class B.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan Approval for fire sprinkler systems:			
Prior to the issuance of a building permit the Fire Department shall have received and approved fire protection plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prior to installation of any portion of a fire suppression system, or alteration of an existing fire suppression system, plans shall be submitted to the fire chief for review and approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All fire suppression systems shall comply with all applicable N.F.P.A. standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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