



**Community & Economic Development**

**Office of the Zoning Administrator**  
111 S. Main Street • Waupaca, WI 54981  
zoning@cityofwaupaca.org  
www.cityofwaupaca.org  
920.309.0721

**APPLICATION for SITE PLAN REVIEW - NONRESIDENTIAL**

**Notice:** Please complete the Application in full. The City of Waupaca cannot accept an incomplete Application Form or Application Packet lacking all required information.

*Preapplication Consultation: As per Chapter 17.318(7)(a) of the City of Waupaca Zoning Ordinance (hereafter, Zoning Ordinance): 'Prior to submitting an Application for Site Plan Review (hereafter, Application) the developer shall contact the Zoning Administrator to schedule a meeting with the Community and Economic Development Director, Director of Public Works, and Zoning Administrator to discuss the proposed site plan. The developer shall provide a concept site plan for discussion at least three business days prior to the scheduled consultation.'*

Has the required Preapplication Consultation been held? Yes \_\_\_\_\_ No \_\_\_\_\_

**Name of Business / Project:** \_\_\_\_\_

**Contact Information (as applicable):**

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant (if different from Property Owner): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Developer / General Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Architect: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Surveyor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Description:**

Property Address:

A. Tax Key No.: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Zoning District: \_\_\_\_\_

B. Tax Key No.: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Zoning District: \_\_\_\_\_

C. Tax Key No.: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Zoning District: \_\_\_\_\_

D. Tax Key No.: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
(If additional parcels, please attach as separate sheet)

The property is currently: Developed: \_\_\_\_\_ Undeveloped: \_\_\_\_\_

Current Use of Property (provide detailed description):

\_\_\_\_\_  
\_\_\_\_\_

**Overlay Districts:**

Is project located within East Gateway Design District? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, development shall comply with Chapter 17.154 of the Zoning Ordinance.

Is project located within Fulton Street Corridor District? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, development shall comply with Chapter 17.157 of the Zoning Ordinance.

**Plan of Operation:**

Physical Dimensions: Structures shall be labeled on site plan as 'Structure A', 'Structure B', 'Structure C', etc. Existing structures shall be listed before proposed structures. If additional structures are present or proposed, please attach as separate sheet.

Structure A:

Is this an existing or proposed structure? Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Height: \_\_\_\_\_ Ground Floor Area: \_\_\_\_\_ Total Floor Area: \_\_\_\_\_

Purpose and Use: \_\_\_\_\_

Structure B:

Is this an existing or proposed structure? Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Height: \_\_\_\_\_ Ground Floor Area: \_\_\_\_\_ Total Floor Area: \_\_\_\_\_

Purpose and Use: \_\_\_\_\_

Structure C:

Is this an existing or proposed structure? Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Height: \_\_\_\_\_ Ground Floor Area: \_\_\_\_\_ Total Floor Area: \_\_\_\_\_

Purpose and Use: \_\_\_\_\_

Structure D:

Is this an existing or proposed structure? Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Height: \_\_\_\_\_ Ground Floor Area: \_\_\_\_\_ Total Floor Area: \_\_\_\_\_

Purpose and Use: \_\_\_\_\_

Are additional structures present? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please provide height, ground floor area, total floor area, and purpose and use as separate attachment.

Fences:

Type of Fence (check one):

- |  |  |
|--|--|
| <input type="checkbox"/> Wood Board                            | <input type="checkbox"/> Vinyl         |
| <input type="checkbox"/> Galvanized or Vinyl Coated Chain Link | <input type="checkbox"/> Wrought Iron  |
| <input type="checkbox"/> Brick                                 | <input type="checkbox"/> Natural Stone |
| <input type="checkbox"/> Masonry                               | <input type="checkbox"/> Other: _____  |

Height of Fence (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Primary Street Yard (associated with mailing address) | <input type="checkbox"/> Secondary Street Yard (if corner or double-frontage lot) |
| <input type="checkbox"/> Side Yard   | <input type="checkbox"/> Rear Yard  |
| <input type="checkbox"/> Shore Yard  |   |

Employees:

Current No. Employees: \_\_\_\_\_ Proposed No. Employees: \_\_\_\_\_

Parking:

Total area all parking: Current: \_\_\_\_\_ Proposed: \_\_\_\_\_

Parking lot construction: Paved: \_\_\_\_\_ Gravel: \_\_\_\_\_ Grass: \_\_\_\_\_

Other (please describe): \_\_\_\_\_

Number of parking spaces: Current: \_\_\_\_\_ Proposed: \_\_\_\_\_

Barrier-Free parking spaces: Current: \_\_\_\_\_ Proposed: \_\_\_\_\_  
(Barrier-Free parking spaces shall be in addition to minimum required parking spaces)

Parking facilities and required landscape buffers shall be shown and described on the Parking and Loading Plan.

Minimum Open Space:

Total square feet and percent of parcel in open space: \_\_\_\_\_ sf \_\_\_\_\_ %

Days / Hours of Operation:

Mon-Fri: \_\_\_\_\_ Sat: \_\_\_\_\_ Sun: \_\_\_\_\_

Open at: \_\_\_\_:\_\_\_\_ Close at: \_\_\_\_:\_\_\_\_ 24 hr. \_\_\_\_\_

Exterior:

Will there be outside storage: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what will be stored and where: \_\_\_\_\_  
\_\_\_\_\_

**Additional Information:**

Additional information, if applicable, shall be included as an attachment to the Application.

**Application Checklist:**

The purpose of the Application Checklist is to ensure a complete submittal has been prepared and to expedite the review process. The checklist is not inclusive of all requirements needed to obtain Site Plan approval and does not absolve the Applicant from compliance with other applicable sections of the Zoning Ordinance. Please complete the checklist in full by using one of the following symbol codes.

- ✓ Shown on Site Plan
- Included with Application Packet
- Appears Inapplicable
- ? Cannot Determine if Required

Code	Site Plan Submittal Requirements
	Site plan drawn to a recognized engineering scale.
	Scale of drawing, north arrow, and site size information (area in square feet or acres).
	Existing and proposed topography shown at contour intervals of two feet or less. Topography shall extend 40 feet onto adjacent property or to the building on the adjacent lot, whichever is greater
	Characteristics of soils related to contemplated specific uses.
	All building and yard setback lines, including distance from all structures to applicable property lines.

	Where applicable, both the 100 year recurrence interval floodplain and the floodway; environmental corridors and isolated natural resource areas; and wetland areas.
	Location of all existing and proposed structures, identified as Structure 'A', 'B', 'C', etc.
	Existing and proposed street names and rights-of-way.
	Existing and proposed easements.
	Location and type of all outdoor lighting.
	Existing isolated, individual trees and the boundary of woodlands.
	Location of pedestrian sidewalks and walkways, and bicycle lanes or paths.
	Graphic outline of any development staging.
	Scaled architectural plans, color building elevations, and color perspective drawings and color sketches illustrating the design and character of proposed structures and relevant surrounding structures and properties within 300 feet.
	Digital photographic samples of all exterior building materials and colors.

Plans Required with Application:

<b>Code</b>	<b>Plans</b>
	Architectural Plan
	Erosion Control and Stormwater Management Plan
	Landscaping Plan
	Parking and Loading Plan
	Screening Plan
	Signage Plan

Additional plans and data may be required when determined by the Plan Commission or Zoning Administrator to be necessary in order to complete a thorough and efficient review. Certain submission requirements may be waived when determined by the Plan Commission or Zoning Administrator to be superfluous.

**Submittal Format:**

A digital copy of the Application and associated materials shall be submitted in PDF or compatible format unless otherwise requested by the Plan Commission or Zoning Administrator.

**Commencement of Construction:**

No project shall commence construction prior to the issuance of a Site Plan Permit under Chapter 17: Zoning Regulations, a Building Permit under Chapter 14: Building Code, other applicable City of Waupaca permits, or any required State or Federal approvals.

**Substantive Changes:**

Any substantive change to the use of this parcel and its structures or the addition of new structures shall require an amendment to the authorized site plan.

**Other Permits:**

The information, data, and plans required in this Application, and the approval, conditional approval, or denial of said Application, are specific to the Zoning Ordinance. Additional approvals may be required under Chapter 14: Building Code, or by the Department of Public Works and other City Departments under applicable chapters of the City of Waupaca Code of Ordinances.

**Signature and Certification:**

*I certify the information presented on this Application and the drawings, plans, and other materials included therein are, to the best of my knowledge, complete and in accordance with the Zoning Ordinance.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Consultant Fees:**

The City may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the review of a proposed site plan. The submittal of this Application shall be construed as an agreement to pay for such professional review services applicable to the proposal. The City may apply the charges for these services to the petitioner. The City may delay acceptance of this Application as complete, or may delay final approval, until the petitioner pays such fees. Review fees which are applied to a petitioner, but which are not paid, may be assigned by the City as a special assessment to the subject property. The Petitioner shall be required to provide

the City with an executed copy of a professional services reimbursement form as a prerequisite to the processing of the development application.