



**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 - RESIDENTIAL

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

Note: If Multi-Family Residential Development or Mixed-Use Development with Dwelling Units is proposed, please complete and submit an 'Application for Site Plan Review – Nonresidential.'

Contact Information:

Property Owner: _____

Address: _____

Phone: _____ Email: _____

Applicant (if different from Property Owner): _____

Address: _____

Phone: _____ Email: _____

Developer / Contractor (as applicable): _____

Address: _____

Phone: _____ Email: _____

Engineer (as applicable): _____

Address: _____

Phone: _____ Email: _____

Surveyor (as applicable): _____

Address: _____

Phone: _____ Email: _____

Type of Residence (please check):

Single-Family Dwelling: _____

Two-Family Dwelling: _____

Property Description:

Property Address: _____

Tax Key No.: _____ Lot Size: _____ Zoning District: _____

(If additional parcels, please attach as separate sheet)

The property is currently: Developed: _____ Undeveloped: _____

Is this an application for a new site plan or amendment to an existing site plan:

New: _____ Amendment: _____

Open Space:

As per Chapter 17.902(138) of the City of Waupaca Zoning Ordinance (hereafter, zoning ordinance), 'Open Space' is defined as: 'The areas of a lot which contain permeable surfaces and shall remain unbuilt and shall not be used for parking, storage, access drives, or display. The use of gravel or pavers shall not be considered permeable surface for the calculation of open space. Open space represents many different landscaping elements, including greens, quadrangles, lawns, hedgerows, gardens, pathways/walkways, groves, wooded areas, fields, and natural areas.

Percent of property maintained as open space: _____%

Existing / Proposed Structures:

Structures shall be labeled on site plan with the letters 'A', 'B', 'C', etc. Existing structures shall be listed before proposed structures. The Principal Structure (residence) shall be labeled Structure 'A.'

Structure A: Principal Structure

Is this an existing or proposed structure? Existing: _____ Proposed: _____

Height: _____ Ground Floor Area: _____ Total Floor Area: _____

Structure B: Accessory Structure (check the one that best applies):

- | | |
|--|------------------------------------|
| _____ Attached (porch, deck, three-seasons room, etc.) | _____ Detached (other than garage) |
| _____ Garage | _____ Accessory Dwelling Unit |

____ Swimming Pool, hot tub, and similar
(see Chapter 17.302(2) of zoning ordinance for exemptions) ____ Gazebo, Pergola, and similar

____ Other (please describe): _____

____ Fence. If a fence is proposed, please see 'Fences' on page 4 of this Application.

Is this an existing or proposed structure? Existing: ____ Proposed: ____

Height: _____ Ground Surface Area: _____

Structure C: Accessory Structure (check the one that best applies):

____ Attached (porch, deck, three-seasons room, etc.) ____ Detached (other than garage)

____ Garage ____ Accessory Dwelling Unit

____ Swimming Pool, hot tub, and similar
(see Chapter 17.302(2) of zoning ordinance for exemptions) ____ Gazebo, Pergola, and similar

____ Other (please describe): _____

____ Fence. If a fence is proposed, please see 'Fences' on page 4 of this Application.

Is this an existing or proposed structure? Existing: ____ Proposed: ____

Height: _____ Surface Floor Area: _____

Structure D: Accessory Structure (check the one that best applies):

____ Attached (porch, deck, three-seasons room, etc.) ____ Detached (other than garage)

____ Garage ____ Accessory Dwelling Unit

____ Swimming Pool, hot tub, and similar
(see Chapter 17.302(2) of zoning ordinance for exemptions) ____ Gazebo, Pergola, and similar

____ Other (please describe): _____

____ Fence. If a fence is proposed, please see 'Fences' on page 4 of this Application.

Is this an existing or proposed structure? Existing: ____ Proposed: ____

Height: _____ Ground Surface Area: _____

Notes: If additional structures are present or proposed please include as separate attachment. No more than three Accessory Structures allowable on a single lot. Accessory Structures include detached garages and accessory dwelling units but exclude Transitory Accessory Structures.

Single-Family and Two-Family Building Design Standards:

Structures:

The color and appearance of Accessory Structures other than Transitory Accessory Structures shall be compatible with the Principal Structure.

Entries:

All structures shall have the main or front entries oriented towards and visible from the street or entrance court.

Porches and Decks:

All porches or decks shall be associated with a building entry and be integrated with the building architecture.

Attached Garages:

Garages and garage doors shall be scaled appropriately to the size of the Principal Structure. The main mass of the garage shall be complementary and subordinate to the main mass and positioning of the Principal Structure.

No more than 50% of a street facing building façade shall be made of garage doors.

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: _____ |

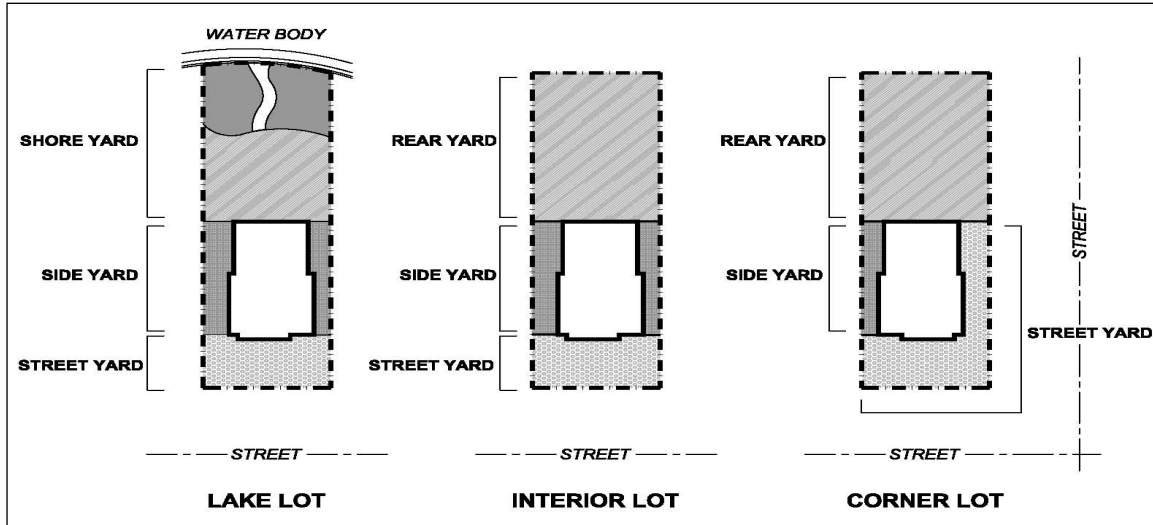
Height of Fence (check all that apply):

- | | |
|---|--|
| Primary Street Yard (associated with mailing address) _____ | Secondary Street Yard (if corner or double-frontage lot) _____ |
| Side Yard _____ | Rear Yard _____ |

Shore Yard

Note: See Yard Type Illustration on following page for determination of street, side, rear, and shore yards

Yard Type Illustration:



Additional Information:

Additional information, as 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 Drawing Submittal Requirements
	All building and yard setback lines, including distance from all structures to applicable property lines.
	The type, size, height, and location of all existing and proposed structures with all building dimensions shown.

	Existing and proposed rights-of-way.
	Existing and proposed easements for and locations of all utility lines, including sanitary sewers, water mains, storm sewers, other drainage facilities and features, communications lines, electrical lines, natural gas lines and other utilities present on and around the site, as applicable.
	Scaled architectural plans and color building elevations, color perspective drawings, or color sketches illustrating the design and character of proposed structures.

Additional Requirements for Undeveloped Lots:

Code	Site Plan Submittal Requirement
	Site plan drawn to a recognized engineering scale, scale of drawing, north arrow, and site size information (area in acres or square feet).
	Architectural Plan
	Erosion Control and Stormwater Management Plan
	Landscape Plan

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

OFFICE USE ONLY			
District: _____	Alderson: _____	Date Notified: ____ / ____ / ____	
New Site Plan: _____	Amendment to Existing Site Plan: _____		
Decision By: _____	Plan Commission: _____	Zoning Administrator: _____	
Ruling: _____	Approved: _____	Approved With Conditions: _____	Denied: _____
Staff report in review of proposed site plan is attached. Reason for Denial shall be presented in attached staff report.			
Comments: _____			