



Community & Economic Development

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Site Plan Review for CHANGE OF USE – 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.

Name of Business / Project: _____

Contact Information (as applicable):

Property Owner: _____

Address: _____

Phone: _____ Email: _____

Applicant (if different from Property Owner): _____

Address: _____

Phone: _____ Email: _____

*IF APPLICANT IS NOT THE PROPERTY OWNER AND IS APPLYING FOR PERMIT, A SIGNATUTRE IS REQUIRED FRO PROPERTY OWNER ALLOWING PROJECT.

Property Description:

Property Address(s): _____

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

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

(If additional parcels, please attach as separate sheet)

The property is currently: Developed: _____ Undeveloped: _____

Previous Use of Property (most recent):

Proposed Use of Property:

Plan of Operation:

Employees:

Current No. Employees: _____ Proposed No. Employees: _____

Parking:

Parking lot construction: Paved: _____ Gravel: _____ Grass: _____

Other (please describe): _____

Number of parking spaces: Current: _____ Proposed: _____

Number of ADA Accessible and ADA Van Accessible Spaces:

Current ADA: _____ Proposed ADA: _____

Current ADA Van: _____ Proposed ADA Van: _____
(ADA parking spaces shall be in addition to minimum required parking spaces)

Will your site have adequate parking and loading areas as well as safe traffic circulation and driveway access for your proposed use?

Yes: _____ No: _____ *please provide justification for your response in a separate attachment*

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: _____

Has your refuse been properly screened? Yes _____ No _____ N/A _____
If no, please provide screening plan. If yes, please display current screening

Has all appropriate landscaping been planted? Yes _____ No _____ N/A _____
If no, please provide landscaping plan. If yes, please display current landscaping

Is all lighting properly designed, located or shielded to ensure no spillover into adjoining parcels? Yes _____ No _____ N/A _____

If no, please provide a new lighting plan and details. If yes, please display current outdoor lighting

Additional Information:

- Site Plan Drawing. If applicable to properly display your property layout, please provide a site plan drawing that shows all elements of your property (including, but not limited to, primary structure, accessory structures, decks, parking, sidewalks, walkways, garbage, fencing, etc.)

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

Additional Applications Required:

- *Signage Application*
- *Site Plan Review – Nonresidential Application (FULL) (any structural alterations, additions or new structures will require a full site plan application submission).*

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. Furthermore, an addition to the current or new structures to the parcel requires the submittal of the more detailed Site Plan Review (Additional Buildings or Building Space Application, Non-Residential). This can be found at www.cityofwaupaca.org.

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, to the best of my knowledge, complete and in accordance with the Zoning Ordinance.

Applicant Signature: _____ Date: _____