



**Community &
Economic Development**

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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.

Site Plan to be drawn on a Plat of Survey or Certified Survey to a recognized engineering scale by a licensed architect and/or engineer. This may require a survey be created if one does not already exist.

Surveyor/Architect/Engineer: _____

Phone: _____ Email: _____

Contact Information:

Property Owner: _____

Address: _____

Phone: _____ Email: _____

Applicant* (if different from Property Owner): _____

Address: _____

Phone: _____ Email: _____

*IF APPLICANT IS DIFFERENT FROM PROPERTY OWNER, A SIGNATURE IS REQUIRED FROM PROPERTY OWNER ALLOWING PROJECT

Building Contractor: _____

Address: _____

Phone: _____ Email: _____

Electrical Contractor: _____

Address: _____

Phone: _____ Email: _____

Plumbing Contractor: _____

Address: _____

Phone: _____ Email: _____

HVAC Contractor: _____

Address: _____

Phone: _____ Email: _____

Type of Land Use (please check):

Single-Family Dwelling: _____

Two-Family Dwelling: _____

Property Description:

Property Address: _____

The property is currently: Developed _____ Undeveloped _____

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: _____%

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:

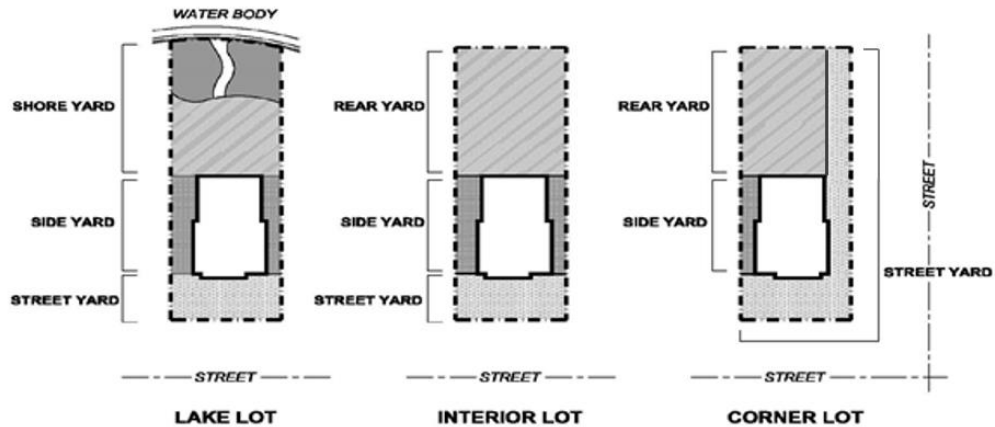
All structures shall have the main or front entries oriented towards and visible from the street or entrance court.

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.

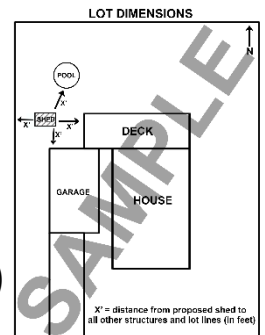
No more than 70% of a street facing building façade shall be made of garage doors.

Yard
Type
Illustration:



Please label / depict the following on the site plan:

- Physical dimensions of the lot and location of property lines
- Location of all streets and alleys adjacent to the property
- Vision corners (streets and alleys driveways)
- Driveway and parking locations
- Location of All existing structure(s)
 - o Primary (SF & 2F)
 - o Accessory (porch, deck, garage, pool and the like)
- Size of primary structure
- Location of proposed structure(s) *indicate as proposed*
- Size of proposed structure(s)
- Height of proposed structure(s)
- Distance of proposed structure(s) to all property lines and structures from farthest projection point
- Open space calculation of property
- Floodplain/Wetland areas (if applicable)
- Location of existing septic tank and drainfield and/or well (if applicable)
- Easements (if applicable)



Please be aware that restrictive covenants may pose additional regulations.

Additional Information:

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

It is the Owner's responsibility to determine property line location and location of easements and to ensure proposed structures comply in all respects with the requirements of the zoning ordinance. Any issues that arise are the sole responsibility of the property owner.

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		
Tax Key No.:	_____	Zoning District: _____ Lot Size: _____
Fee:	_____	Receipt Number: _____ Date Paid: ___ / ___ / ___
Ruling:	Approved: _____	Denied: _____