

CHECKLIST FOR SITE PLAN APPROVAL APPLICATION

Completed site plan approval application must be submitted to Village Clerk's Office, along with fee and other requirements outlined by checklist.

Applications must be received 21 days prior to the Plan Commission meeting in order to be placed on the Plan Commission agenda. The Plan Commission meets the 3rd Thursday of each month.

The application will be placed on agenda only after the completed form, fee and supporting documentation have been filed with the Village Clerk's Office. The application shall be reviewed by the Building Inspector who shall forward his review and findings to the Plan Commission. **The Plan Commission will make recommendation to the Village Board who will make the final determination on the application.**

Required Items:

- ___ 1. Completed site plan approval application.

- ___ 2. Scale drawing showing all the information required for a building/zoning permit and existing and proposed landscaping (see attached municipal code for requirements). **Provide 9 copies.**

- ___ 3. Completed Site Review Application Guideline

- ___ 4. Non-refundable fee of \$100.00 (Resolution R14-24)
NOTE: Actual costs billed for village consultants will be the responsibility of the applicant.

Rev. 11/2023

NON-REFUNDABLE FEE : _____
PLUS COSTS

VILLAGE OF NEW GLARUS
APPLICATION FOR SITE PLAN APPROVAL

SUBMITTAL DATE: _____

APPLICANT NAME: _____
ADDRESS: _____
TELEPHONE: _____

SITE ADDRESS: _____

DESCRIPTION OF SITE BY LOT, BLOCK AND RECORDED SUBDIVISION OR
BY METES & BOUNDS: _____

TYPE OF STRUCTURE: Current: _____
Proposed: _____

PROPOSED OPERATION OR USE OF THE STRUCTURE OR SITE: _____

AND NUMBER OF EMPLOYEES: _____

PRESENT ZONING OF SITE: _____

NOTICE TO APPLICANT:

ATTACH A DRAWING SHOWING ALL OF THE INFORMATION REQUIRED
FOR A BUILDING/ZONING PERMIT AND EXISTING AND PROPOSED
LANDSCAPING.

ACTUAL COSTS BILLED FOR VILLAGE CONSULTANTS WILL BE THE
RESPONSIBILITY OF THE APPLICANT.

APPEALS. DENIALS OF BUILDING PERMITS CONTINGENT UPON SITE
PLAN APPROVAL MAY BE APPEALED TO THE ZONING BOARD OF
APPEALS BY FILING A NOTICE OF APPEAL WITH THE VILLAGE CLERK-
TREASURER WITHIN 10 DAYS OF THE DENIAL.

Applicant Signature

Owner Signature if different

PRESENTED TO BUILDING INSPECTOR: _____

REFERRED TO PLAN COMMISSION: _____

PLAN COMMISSION REVIEW: _____

DETERMINATION: APPROVE DENY DATE: _____

Village Plan Commission Chairman

REFERRED TO VILLAGE BOARD: _____

DETERMINATION: REVERSE AFFIRM ALTERED
DATE: _____

IF ALTERED, HOW ALTERED: _____

Village President

SITE REVIEW APPLICATION GUIDELINE

YES	NO	N/A	
_____	_____	_____	A certified survey that meets the requirements of the Municipal code shall accompany the application
_____	_____	_____	Sewer and water plans and underground electric and telephone service location be submitted for Public Works review
_____	_____	_____	Maximum number of employees, customers and office vehicles that would be at the facility at any one time. (To determine off street parking requirements.)
_____	_____	_____	Existing zoning district designation identified on plan.
_____	_____	_____	Intended land use of parcel(s)
_____	_____	_____	Surrounding land use and zoning, shown by contiguous drawing
_____	_____	_____	Applicable zoning regulations been discussed with Building Inspector and necessary instruments been initiated, filed, applied for.
_____	_____	_____	Are streets which are nearby adequate to handle additional traffic flow
_____	_____	_____	Is the proposed parcel(s) near collector or arterial roads
_____	_____	_____	Is Department of Transportation Approval needed to service this parcel(s)
_____	_____	_____	Is the parcel(s) large enough to accommodate required off-street parking
_____	_____	_____	Are the physical characteristics of the site (soil, topography, vegetation) suitable to permit the proposed development without causing drainage, erosion or other problem
_____	_____	_____	Is the use consistent with the Village of New Glarus Master Plan and zoning district
_____	_____	_____	Does this request require review by the Historical Preservation Committee or Design Review Committee
_____	_____	_____	SITE PLAN: that includes all of the following information, where applicable:
_____	_____	_____	Location plan/sketch, exterior, 10 copies (building foot print)
_____	_____	_____	Dwelling unit information (over 2 dwelling units), if residential, showing; * total number of buildings and units in each building * distribution by number of bedrooms
_____	_____	_____	Lot area information showing total lot area
_____	_____	_____	Wetland delineation
_____	_____	_____	Flood plain delineation
_____	_____	_____	Roads, traffic and access - future road improvement plans
_____	_____	_____	First floor grade of proposed building
_____	_____	_____	Elevations on pavement and top of curb
_____	_____	_____	Layout and number of parking spaces and type of surface
_____	_____	_____	Landscaping and type of lawn restoration (submittal of a landscape plan)
_____	_____	_____	Sediment and erosion control measures
_____	_____	_____	Storm water management
_____	_____	_____	Have property owners within 100' been notified of proposed project

Village of New Glarus Municipal Code:

118-2 (C) Site plan approval.

(1)

All applications for building permits for any construction, reconstruction, expansion or conversion, except for one- and two-family residences in residentially zoned districts shall require site plan approval by the Plan Commission in accordance with the requirements of this section. The applicant shall submit a site plan and sufficient plans and specifications of proposed buildings, machinery and operations to enable the Plan Commission or its expert consultants to determine whether the proposed application meets all the requirements applicable thereto in this chapter.

(2)

Administration. The Building Inspector shall make a preliminary review of the application and plans and refer them along with a report of his/her findings to the Plan Commission. The Plan Commission shall review the application and may refer the application and plans to one or more expert consultants selected by the Village Board to advise whether the application and plans meet all the requirements applicable thereto in this chapter. Within 30 days of its receipt of the application, the Village Board shall authorize the Building Inspector to issue or refuse a building permit.

(3)

Requirements. In acting on any site plan, the Plan Commission shall consider the following:

(a)

The appropriateness of the site plan and buildings in relation to the physical character of the site and the usage of adjoining land areas.

(b)

The layout of the site with regard to entrances and exits to public streets, the arrangement and improvement of interior roadways, and the location, adequacy and improvement of areas for parking and for loading and unloading and shall, in this connection, satisfy itself that the traffic pattern generated by the proposed construction or use shall be developed in a manner consistent with the safety of residents and the community, and the applicant shall so design the construction or use as to minimize any traffic hazard created thereby.

(c)

The adequacy of the proposed water supply, drainage facilities and sanitary and waste disposal.

(d)

The landscaping and appearance of the completed site. The Plan Commission shall require that those portions of all front, rear and side yards not used for off-street parking shall be attractively planted with trees, shrubs, plants or grass lawns and that the site be effectively screened so as not to impair the value of adjacent properties nor impair the intent of purposes of this chapter.

(4)

Effect on municipal services. Before granting any site approval, the Plan Commission may, besides obtaining advice from consultants, secure such advice as may be deemed necessary from the Building Inspector or other municipal officials, with special attention to the effect of such approval upon existing municipal services and utilities. Should additional facilities be needed, the Plan Commission shall not issue the final approval until the Village has entered into an agreement with the applicant regarding the development of such facilities.

(5)

Appeals. Denials of building permits contingent upon site plan approval may be appealed to the Zoning Board of Appeals by filing a notice of appeal with the Village Clerk-Treasurer within 10 days of the denial.

Chapter 305. ZONING

Article XII. Administration

§ 305-94. Site plan approval.

A.

When required. All applications for zoning permits for any construction, reconstruction, expansion or conversion, except for one- and two-family residences in residential districts, shall require site plan approval by the Plan Commission in accordance with the requirements of this section.

B.

Application. The applicant for a zoning permit shall also submit a site plan containing the following information:

[Amended 2-6-2007 by Ord. No. 07-01]

(1)

Plan of operations including hours of operation, nature of activities on site, nature of materials and equipment to be used on site.

(2)

Owner's and/or developer's name and address noted.

(3)

Architect's and or engineer's name and address noted.

(4)

Scale and North arrow in legend.

(5)

Site plans drawn to a recognized engineering scale (i.e., 1:20 to 1:60).

(6)

Dimensional and area measurements of the site.

(7)

Existing and proposed topography.

(8)

Name and location of existing and proposed public rights-of-way abutting the property.

(9)

Location of existing floodplains, floodways, wetlands, environmental corridors, mature woodlands, and steep slopes.

(10)

Existing and proposed utilities easements, utility lines and fire hydrants.

(11)

Applicable setback lines.

(12)

Building dimensions and area, building coverage of lot, and total impervious surface area.

(13)

Location of all proposed paved areas, driveways, curb cuts.

(14)

Number and location of parking stalls (drawn to scale).

(15)

Existing and proposed stormwater management facilities.

(16)

Proposed location and dimensions of all outdoor storage areas, fences, and signage.

(17)

Location and type of existing and planned landscaping.

(18)

Exterior lighting including fixture design and photometric analysis of site.

(19)

Elevation drawings for all exterior sides of structures.

(20)

An erosion control plan.

(21)

Any other data or information deemed necessary by Village staff or the Village Plan Commission.

C.

Administration. The completed site plan application and supporting documentation shall be submitted to the Village Clerk's office no later than 21 days prior to the Plan Commission meeting at which the site plan will be considered. The Zoning Administrator and if necessary additional staff or consultants shall make a preliminary review of the application and plans and refer them, along with a report of the findings, to the Plan Commission within 10 days. The Plan Commission shall review the application and may refer the application and plans to any expert consultants selected by the Village Board to advise whether the application and plans meet all the requirements applicable thereto in this chapter. Within 30 days of its receipt of the application, the Plan Commission shall authorize the Zoning Administrator to issue or refuse a zoning permit.

[Amended 5-1-2012 by Ord. No. 12-02]

D.

Requirements. In acting on any site plan, the Plan Commission shall consider the following:

(1)

The appropriateness of the site plan and buildings in relation to the physical character of the site and the usage of adjoining land areas.

(2)

The layout of the site with regard to entrances and exits to public streets, the arrangement and improvement of interior roadways, and the location, adequacy and improvement of areas for parking and for loading and unloading and shall, in this connection, satisfy itself that the traffic pattern generated by the proposed construction or use shall be developed in a manner consistent with the safety of residents and the community, and the applicant shall so design the construction or use as to minimize any traffic hazard created thereby.

(3)

The adequacy of the proposed water supply, drainage facilities and sanitary and waste disposal.

(4)

A landscape plan complying with the requirements of Article **XVII** of this chapter.

[Amended 2-6-2007 by Ord. No. 07-01]

(5)

An exterior lighting plan complying with the requirements of Article **XVIII** of this chapter.

[Added 2-6-2007 by Ord. No. 07-01]

(6)

Elevation drawings for all exterior sides of structures, wall signs, and freestanding signs to include information indicating materials, colors, and method of illumination for all exterior surfaces.

[Added 2-6-2007 by Ord. No. 07-01]

E.

Effect on municipal services. Before granting any site plan approval, the Plan Commission may, besides obtaining advice from consultants, secure such advice as may be deemed necessary from the Village Engineer or other municipal officials, with special attention to the effect of such approval upon existing municipal services and utilities. Should additional facilities be needed, the Plan Commission shall forward its recommendations to the Village Board and shall not issue final approval until the Village Board has entered into an agreement with the applicant regarding the development of such facilities.