

Site Plan Review Application and Submittal Checklist

Town of Red Cedar • Dunn County, Wisconsin • E6591 627th Avenue, Menomonie, WI 54751
Chairman - (715) 556-2244 • Clerk – (715) 556-5034
Email - clerktownofredcedar@gmail.com • Website – townofredcedar.com

Instructions:

Submittal of this completed application in conjunction with a complete site plan will initiate the processing of the plans in accordance with the review procedures described in the Town of Red Cedar Site Plan Review Ordinance. Please review that Ordinance before completing and submitting this application and site plan to assure compliance with the various provisions. Incomplete applications and/or plans will delay the review process. Approval of a site plan is required for all development proposals (except single-family residential and duplex residential developments) prior to the issuance of any building permit or special exception or conditional use permit. A preliminary review of a site plan can be provided by the Town Plan Commission (TPC) prior to final submittal, if requested.

PROJECT SUMMARY:

Project Name: _____

Location: Land is located (circle one) N S E W of _____ Road.

Between _____ and _____ Roads.

Legal Description of Property - Parcel Number(s) or platted Subdivision Name with Lot No.

Acreage of site: _____ Current Site Zoning: _____ Proposed Zoning: _____

Statement describing proposed development or redevelopment: _____

Proposed Land Use:

(Select one)

- Commercial Development
- Industrial Development
- Multiple Family Residential Development (three or more dwelling units)
- Facilities: __Public Utility, __ Institutional, __ Governmental
- Parking area (five or more parking spaces) or required by Dunn Co.
- Upgrade or addition of change to the exterior of any of the above that results in an increase in the building floor area that is 25% or greater than the current floor area

Type of Development:

(Select one)

- New Construction
- Redevelopment (demolish & rebuild)
- Addition (to existing structure)
- Renovation (of existing structure)
- New or renovated parking area
- Additional parking spaces

<p>Current Property Owner Information:</p> <p>Name: _____</p> <p>Street: _____</p> <p>_____</p> <p>City: _____</p> <p>State: _____ Zip: _____</p> <p>Phone: () _____ - _____</p> <p>Fax: () _____ - _____</p>	<p>Development Company Information:</p> <p>Name: _____</p> <p>Street: _____</p> <p>_____</p> <p>City: _____</p> <p>State: _____ Zip: _____</p> <p>Phone: () _____ - _____</p> <p>Fax: () _____ - _____</p>
<p>Project Representative Information: <small>(All correspondence and notices regarding the plans will be transmitted to the project representative.)</small></p> <p>Contact Name: _____ <small>(Printed Name)</small></p> <p>Company Name: _____</p> <p>Street: _____</p> <p>_____</p> <p>City: _____</p> <p>State: _____ Zip: _____</p> <p>Email: _____</p> <p>Phone: () _____ - _____</p> <p>Fax: () _____ - _____</p> <p>Project Representative's Signature*:</p> <p>_____</p>	<p>Project Value:</p> <p>Land: \$ _____</p> <p>Structures: \$ _____</p> <p>Improvements: \$ _____</p> <p>TOTAL: \$ _____</p> <p>Other Restrictions: Legally binding development constraints such as deed restrictions, planned unit development agreements, or court rulings may limit the development capability for your site. It is your responsibility to be aware of such restrictions. Our review of your proposal is intended to assure compliance with governmental regulations inclusive of any binding legal agreements where the Township is a signatory.</p>

Application Signature:

The project representative indicated above must sign* this application. By signing this application, the project representative is indicating that all information contained in this application, all accompanying plans and all attachments are complete and accurate to the best of his or her knowledge. This application is not valid unless it is accompanied by the application fee in accordance with the current fee schedule as adopted by the Town Board and a complete site plan as described in the Town of Red Cedar Site Plan Review Ordinance.

For Township Use:

File Number: _____ Date Received: _____ Fee Paid: _____ Receipt No.: _____

**This Site Plan Review Checklist is to be used
in conjunction with the most recently adopted
TOWN OF RED CEDAR SITE PLAN REVIEW ORDINANCE (TRCSPRO)**

**APPLICANTS: Please ensure that each of the following items are addressed by your Site Plan.
THE SITE PLAN APPLICATION WILL NOT BE CONSIDERED COMPLETE
UNLESS IT ADDRESSES / CONTAINS THE FOLLOWING INFORMATION.**

Applicant's Checklist	TPC Checklist	SITE PLAN APPLICATION SUBMITTAL REQUIREMENTS
Site plans shall consist of an overall plan for the entire development, drawn to a scale of not less than 1 inch = 50 feet for property less than 3 acres & 1 inch = 100 feet for property 3 acres or more in size.		
<input type="checkbox"/>	<input type="checkbox"/>	1. Scale of plan, site size, building area and lot coverage, and north arrow shown.
<input type="checkbox"/>	<input type="checkbox"/>	2. Area surrounding the proposed development shown at the same level of detail as the site plan.
<input type="checkbox"/>	<input type="checkbox"/>	3. Relationship of the proposed development of the site to the surrounding streets, buildings, lots, parking, landscape, topography, and other important features shown, and zoning classification of applicant's parcel and all abutting parcels. If the site is part of a larger parcel, indicate the boundaries of total land holdings and include the names and addresses of abutting property landowners.
<input type="checkbox"/>	<input type="checkbox"/>	4. Document title, date prepared, applicable owner's/developers' names, addresses, and email addresses noted; where applicable, include names and addresses of all professionals involved in any preparation of the design plans.
<input type="checkbox"/>	<input type="checkbox"/>	5. Existing and proposed topography at a contour interval of not less than two feet indicating proposed grade on a preliminary grading plan, and the location of proposed improvements shown.
<input type="checkbox"/>	<input type="checkbox"/>	6. Building and yard setback lines in conformance with the <u>Dunn County Comprehensive Zoning Ordinance</u> .
<input type="checkbox"/>	<input type="checkbox"/>	7. Location of all outdoor lighting proposed to illuminate the site; all electrical and other easements; existing and general location of proposed municipal services and proposed connection locations; and any proposed storm water management facilities, including retention/detention areas as per the TRCSPRO shown.
<input type="checkbox"/>	<input type="checkbox"/>	8. Existing and proposed road names; location of existing and proposed public and private road rights-of-way; driveways, curb cuts, and ingress/egress locations; and locations of all driveways on adjoining property within 200 feet of the subject project as per the TRCSPRO shown.
<input type="checkbox"/>	<input type="checkbox"/>	9. Location of parking area and number of spaces proposed; location and type of proposed and existing landscaping plantings and buffer areas for adjoining properties; and the location of pedestrian sidewalks and walkways included.
<input type="checkbox"/>	<input type="checkbox"/>	10. Written project summary includes: (a) operational information and construction schedule; (b) employment and economic opportunities; and (c) a sketch outline of any development phasing plan.
<input type="checkbox"/>	<input type="checkbox"/>	11. Building elevations, drawn to scale, showing building materials to be used; external building materials listed; and building front design standards, identified in the TRCSPRO, noted. When proposed buildings are located within 100 feet of an existing building, the elevation of the existing building included in the site plan at the same scale and level of detail.
<input type="checkbox"/>	<input type="checkbox"/>	12. Plans are in compliance with the Airport Overlay Zoning restrictions. Where applicable, restrictions are shown.

<input type="checkbox"/>	<input type="checkbox"/>	13. Plans are in compliance with the Dunn County Floodplain Ordinance. Where applicable, 100-year recurrence interval floodplain and floodway, and wetlands (as delineated in the WDNR Wetland inventory), and a 75-foot setback line from such wetlands indicated.
<input type="checkbox"/>	<input type="checkbox"/>	14. Plans are in compliance with the Dunn County Shoreland Protection Zoning Ordinance. Where applicable, setbacks and restrictions are shown.

Applicant's Checklist	TPC Checklist	SITE PLAN REVIEW STANDARDS
<input type="checkbox"/>	<input type="checkbox"/>	1. The layout of the site has taken into consideration the ingress and egress to public streets; the arrangement and improvement of interior traffic patterns; roadways/driveways; and the location of areas for parking and for loading and unloading. The traffic patterns are designed to minimize traffic hazards.
<input type="checkbox"/>	<input type="checkbox"/>	2. The layout of the site has taken into consideration bicycle and pedestrian accommodation, including the characteristics listed in the TRCSPRO.

Applicant's Checklist	TPC Checklist	SITE PLAN DESIGN STANDARDS – GRADING, LANDSCAPING, SCREENING
<input type="checkbox"/>	<input type="checkbox"/>	1. Details provided for GRADING conform to the <u>Grading</u> standards of the TRCSPRO.
<input type="checkbox"/>	<input type="checkbox"/>	2. Details provided in the overall LANDSCAPING PLANS are in harmony with the community character as described in the Town's Comprehensive Plan.
<input type="checkbox"/>	<input type="checkbox"/>	3. Details provided for PLANTING PLAN conform to the <u>Landscaping</u> Standards of the TRCSPRO.
<input type="checkbox"/>	<input type="checkbox"/>	4. Details provided for PLANTING PLAN help preserve or enhance open/green spaces.
<input type="checkbox"/>	<input type="checkbox"/>	5. Details provided for APPROVED MATERIALS conform to the <u>Landscaping</u> Standards of the TRCSPRO.
<input type="checkbox"/>	<input type="checkbox"/>	6. Details provided for IRRIGATION conform to the <u>Landscaping</u> Standards of the TRCSPRO.
<input type="checkbox"/>	<input type="checkbox"/>	7. Details provided for EXISTING TREES conform to the <u>Landscaping</u> Standards of the TRCSPRO.
<input type="checkbox"/>	<input type="checkbox"/>	8. All planned plantings are suitable species as per the TRCSPRO.
<input type="checkbox"/>	<input type="checkbox"/>	9. Details provided for TREE ISLANDS and PLANTED AREAS conform to the <u>Landscaping</u> Standards of the TRCSPRO.
<input type="checkbox"/>	<input type="checkbox"/>	10. Details provided for PARKING AREAS conform to the Screening Standards of the TRCSPRO.
<input type="checkbox"/>	<input type="checkbox"/>	11. Details provided for OFF-STREET PARKING and LOADING AREAS conform to the Screening Standards of the TRCSPRO.
<input type="checkbox"/>	<input type="checkbox"/>	12. Details provided for ADJACENT RESIDENCE SCREENING conform to the Screening Standards of the TRCSPRO.
<input type="checkbox"/>	<input type="checkbox"/>	13. Details provided for INDUSTRIAL and COMMERCIAL PARKING LOT and LOADING AREA BUFFERING conform to the Screening Standards of the TRCSPRO.
<input type="checkbox"/>	<input type="checkbox"/>	14. Details provided for MECHANICAL EQUIPMENT, LOADING DOCKS, STORAGE, SERVICE, and TRASH AREAS conform to the Screening Standards of the TRCSPRO.

Applicant's Checklist	TPC Checklist	SITE PLAN DESIGN STANDARDS (continued)
<input type="checkbox"/>	<input type="checkbox"/>	1. Details provided for BUILDING DESIGN conform to the <u>Site Plan Design</u> standards of the TRCSPRO.
<input type="checkbox"/>	<input type="checkbox"/>	2. Details provided for BUILDING RELATIONSHIPS conform to the <u>Site Plan Design</u> standards of the TRCSPRO.
<input type="checkbox"/>	<input type="checkbox"/>	3. Details provided for MAXIMUM IMPERVIOUS SURFACE AREA COVERAGE conform to the <u>Site Plan Design</u> standards of the TRCSPRO.
<input type="checkbox"/>	<input type="checkbox"/>	4. Evidence provided shows that the <u>Groundwater Recharge Protection Overlay</u> map has been consulted to ensure that non-point source pollution will be minimized; volumes of untreated runoff will be reduced; and quality and quantity of surface and/or sub-surface water resources will not be adversely affected by the new development or other alterations in land use.
<input type="checkbox"/>	<input type="checkbox"/>	5. Details provided for LIGHTING conform to the <u>Site Plan Design</u> standards of the TRCSPRO.
<input type="checkbox"/>	<input type="checkbox"/>	6. Details provided for UTILITIES and STORM WATER conform to the <u>Site Plan Design</u> standards of the TRCSPRO.
<input type="checkbox"/>	<input type="checkbox"/>	7. Evidence provided shows the <u>level of impact</u> the development may have upon existing municipal services and utilities and the <u>potential strain</u> on financial resources (regarding roads, heavy truck traffic, water, power, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	8. Assessment included of potential impacts from the use, processing, or movement of hazardous materials or chemicals.
<input type="checkbox"/>	<input type="checkbox"/>	9. Details provided for DRIVEWAYS conform to the <u>Site Plan Design</u> standards of the TRCSPRO.
<input type="checkbox"/>	<input type="checkbox"/>	10. Details provided show that: <ul style="list-style-type: none"> - no dead-end roads are being developed as part of the construction; - all roads in the new development are being provided by the developer; - new and expanded roads and driveways are being aligned to conform to the natural contours of the land to minimize required earthwork; - new and expanded roads and driveways avoid environmentally sensitive areas; and - plans for new or expanded roads and driveways conform to the Town Road and Driveway Ordinance.
<input type="checkbox"/>	<input type="checkbox"/>	11. Details provided for SIGNAGE conform to the DUNN COUNTY standards for signage where not specifically overwritten by the TRCSPRO.
<input type="checkbox"/>	<input type="checkbox"/>	12. Details provided for SIGNAGE conform to the <u>Site Plan Design</u> standards of the TRCSPRO.
<input type="checkbox"/>	<input type="checkbox"/>	13. Details provided for PARKING conform to the <u>Site Plan Design</u> standards of the TRCSPRO.

Applicant's Checklist	TPC Checklist	OTHER
<input type="checkbox"/>	<input type="checkbox"/>	1. Evidence provided shows the quality of life in and the rural character of the Town is protected
<input type="checkbox"/>	<input type="checkbox"/>	2. Evidence provided shows the natural resources of the area will not be diminished in any way, and the natural topography and slopes will be protected from erosion during development.
<input type="checkbox"/>	<input type="checkbox"/>	3. Evidence provided shows that development plans are consistent with the Preferred Land Use of the area. IS A REZONE REQUIRED? YES - NO

<input type="checkbox"/>	<input type="checkbox"/>	4. Evidence provided shows that development plans are in compliance with any county or township <u>Subdivision Ordinance</u> , where applicable.
<input type="checkbox"/>	<input type="checkbox"/>	5. Evidence provided shows that development plans are in compliance with <u>Dunn County Zoning Ordinances</u> and the <u>Wisconsin Administrative Code</u> .
<input type="checkbox"/>	<input type="checkbox"/>	6. NON-APPLICABLE ITEMS: If any of the items listed in this checklist <u>are not applicable</u> to a particular site, the Site Plan shall provide a list of each item considered not applicable and the reason(s) why each listed item is not considered applicable.
<input type="checkbox"/>	<input type="checkbox"/>	7. VARIANCES: If any variance has been or must be secured, the Site Plan shall provide a list of all variances requested. The Site Plan shall also include the status of each request and the reason(s) why each variance was requested.
<input type="checkbox"/>	<input type="checkbox"/>	8. EXCEPTIONS: If any exceptions are requested, the Site Plan shall provide a list of all exceptions requested. The Site Plan shall also address the following criteria for each exception requested: - specific conditions which are unique to the Applicant's site that do not exist on other land; - the manner in which the strict application of the standards of the TRCSPRO would deprive the Applicant of a reasonable use of the land in the manner equivalent to the use permitted other landowners; and - reasons that an exception to the standard would preserve and not harm the public safety and welfare and not alter the essential aesthetics of the area.

Applicant Checklist	APPLICANT
<input type="checkbox"/>	1. Exception(s) requested.
<input type="checkbox"/>	2. Variance(s) requested.
<input type="checkbox"/>	3. Application and this CHECKLIST completed.
<input type="checkbox"/>	4. One digital copy and 11 hard copies of this <u>Site Plan Review and Submittal Checklist</u> and the <u>complete Site Plan</u> are ready to submit.
<input type="checkbox"/>	5. Appropriate fee submitted.

TPC Checklist	TOWN PLANNING COMMISSION or designee
<input type="checkbox"/>	1. Other Data required: ___ traffic study; ___ market analysis; ___ environmental assessment; ___ evaluation of the demand of public facilities and services; ___ other: _____; _____
<input type="checkbox"/>	2. Is a Development Agreement required? YES - NO
<input type="checkbox"/>	3. Was the Application found complete and ready for the TPC? YES - NO
<input type="checkbox"/>	4. Date findings, application, and site plan submitted to the TPC: _____
<input type="checkbox"/>	5. Date TPC recommendation sent to Town Board: _____

On _____ (date), the Town of Red Cedar Planning Commission recommends that the Site Plan be approved rejected. Signed: _____
(TPC chair)

On _____ (date), the Town of Red Cedar Board recommends that the Site Plan be approved rejected. Signed: _____
(Town Chair)