



SITE PLAN REVIEW APPLICATION

Part I. General Information

Applicant information:

Person's Name(s): _____

Firm Name (if any): _____

Relationship (check one): Owner Tenant Prospective Owner/Tenant Representing: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

e-mail: _____

Property owner information:

Person's Name(s): _____

Ownership (check one): Individual Trust Partnership Corporation/LLC Other

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ e-mail: _____

Parcel number or legal description of subject property:

Address or street boundaries of subject property:

Current and proposed use of subject property (check all applicable uses, and whether each is a current use, proposed use, or both):

- | | | |
|---|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> multiple family residential—3+ unit building | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> mixed commercial/residential building(s) | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> office/research/clinic | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> retail/commercial services | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> manufacturing/warehousing/contractor | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> institutional use | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> parking | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> significant earth filling, excavating, grading | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |
| <input type="checkbox"/> other use: _____ | <input type="checkbox"/> current use | <input type="checkbox"/> proposed use |

Summary of proposed project (attach pages as necessary):



Part II. Application Submittal Requirements

Along with this application, please submit a non-refundable site plan approval application fee of \$500. Each complete application must also include an easily reproducible digital copy (e.g., PDF) and 12 paper copies of the following information (unless the Zoning Administrator approves a reduced number):

- A title block that indicates the name, address, and phone/fax number(s) of the current property owner and/or agent(s) (developer, architect, engineer, planner) for project.
- The date of the original plan and the latest date of revision to the plan.
- A north arrow and a graphic scale. Said scale shall not be smaller than one inch equals 50 feet, except where the Zoning Administrator allows a reduced scale.
- All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled.
- Delineation of floodplains, shoreland-wetlands, steep slopes, mature trees, and woodlands, with labels and descriptions.
- All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose.
- All required building setback lines/minimum yards applicable to the zoning district(s), including setbacks from natural resources.
- A grading and erosion control plan at the same scale as the main plan showing existing and proposed grades, including retention walls and related devices, and erosion control measures.
- The location of existing and proposed stormwater management facilities and structures, along with any technical data required by the Village Engineer to determine the adequacy of the proposed facilities against the Village's stormwater management ordinance.
- Proposed land use or uses, with projected number of employees, residents, and maximum customer capacity.
- All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls.
- The location and dimension of all access points onto public streets.
- The location and dimension of all on-site parking (and, if applicable, off-site parking), including a summary of the number of parking stalls provided versus required by this Chapter.
- The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas.
- The location of all outdoor storage areas including dumpsters and the design of all screening fences.
- The location, type, height, fixture design, and cut-off angle of all exterior lighting, including a detailed photometric plan showing the distribution of light output across the property to the property lines.



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- A detailed landscaping plan for the subject property at the same scale as the main plan showing the location of all required bufferyard and landscaping areas
- Elevation drawings, drawn to a recognized architectural scale, of proposed buildings or proposed remodeling of existing buildings to include exterior or roof mechanical equipment and showing finished exterior treatment, with adequate labels provided to clearly depict exterior materials, texture, color, and overall appearance.
- The location, type, height, size and lighting of all existing signage on the subject property, and for proposed signage to the extent practical at the time.
- In the site plan map legend, the following additional data for the subject property:
 - Proposed zoning (or existing zoning if no change)
 - Lot area
 - Total number and type of residential dwelling units (if applicable)
 - Total Building Gross Floor Area
 - Landscape Surface Area of Site
 - Landscape Surface Ratio of Site
 - Building Height



#: _____

Part III. Site Plan Review Standards

The site plan approval request will be reviewed against all applicable requirements of the zoning ordinance and other applicable Village ordinances. The following items make up a general list of ordinance requirements that the Plan Commission and its staff will use.

- Public health and safety is not endangered.
- Adequate public facilities and utilities are provided.
- Existing topography, drainage patterns, and vegetative cover is maintained insofar as is practical.
- Appropriate traffic control and parking are provided.
- Use is permitted in zoning district
- Density, intensity, and bulk regulations are met (Article 5)
- Any Wellhead Protection, Airport, Downtown, or other overlay district standards are met (Article 6)
- Building and site design standards met (Article 7)
- Landscaping and preservation standards met (Article 8)
- Access, visibility, driveway standards met (§2.9.07)
- Off-street parking and traffic circulation requirements met (§2.9.08)
- Off-street loading standards met (§2.9.09)
- Exterior lighting requirements met (§2.9.11)
- Vibration; noise; air pollution; odor; glare; heat; fire and explosion; toxic, noxious, waste or hazardous materials standards met (§2.9.12 through §2.9.20)
- Sign requirements met, to extent practical at time (Article 10)
- Land division ordinance met, if applicable (Title III, Chapter 1)
- Floodplain requirements met, if applicable (Title III, Chapter 3)
- Erosion Control/Stormwater Management ordinance met (Title III, Chapter 5)

Comments regarding compliance, or issues with achieving compliance with ordinance requirements:



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Part IV. Reimbursement for Development Review Services

The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 2.13.17(f) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

Part V. Signatures

By signing and dating below, I/We:

1. Reviewed and understand the Village of Poynette zoning ordinance and its standards of approval related to this application;
2. Read, understand, and accept my/our responsibilities under the reimbursement section above;
3. Submitted an application that is true, correct, and complete to the best of my/our knowledge;
4. Acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application;
5. Understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons;
6. If this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and
7. Understand that the Village’s zoning ordinance and/or the conditions of development approval may specify timeframes within which I/we must take certain actions related to the development of the subject property, or risk having the approval being nullified.

Signature of Applicant Date

Signature of Property Owner (if different) Date



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Part VI. Record of Administrative Procedures (*to be completed by Village*)

- Pre-application conference with Village Administrator or designee
Date of conference: _____ Participants: _____
- Pre-application conference with Village Plan Commission (optional)
Date of Conference: _____
- Application and required plans filed with Village
Date filed: _____
- Application fee of \$500 received by Village
Date received: _____
- Application and submitted plans verified by Village staff as being complete
Date verified: _____ (to be verified within 10 days of submission)
- Village Plan Commission action scheduled
Meeting date: _____
- Applicant notified of Village Plan Commission meeting
Date: _____
- Village Plan Commission action taken
Meeting date: _____ (between 14 and 45 days of complete application)
Action (circle one): Approval as presented Approval with conditions Denial
- Applicant notified of Village Plan Commission action
Date: _____