

Site Plan Checklist



Preserving Yesterday's Heritage for Tomorrow.

Town of Cedarburg, Wisconsin
1293 Washington Avenue
Cedarburg, Wisconsin 52310-9304

| <i>Contact Type</i> | <i>Contact Information</i> |
|----------------------------|-------------------------------|
| Town Hall Telephone Number | (262)-377-4509 |
| Town Hall Fax Number | (262)-377-0308 |
| Town Hall Email | jculotta@town.cedarburg.wi.us |

Revised June 28, 2004 - JAS
Revised September 20, 2004 - JAS

Additional copies of this application and other information may be found at the Town of Cedarburg web site - www.town.cedarburg.wi.us

SITE PLAN

Purpose

The purpose of the site plan process is to ensure that new development is attractive, functional, meets all Town requirements and regulations and makes good planning sense. Any new development, except for single-family residential homes, will have to be included in the Site Plan process (e.g., commercial buildings, industrial buildings, governmental buildings, utility buildings/structures and multi-family residential buildings).

Pre-Application Meeting

A pre-application meeting with the Town Administrator and/or Town Engineer is required to acquaint Town Staff with the proposed project and for Town Staff to advise the applicant about Town procedures for site plans and conditional use permits.

Reviewing Bodies

- ✓ Town Staff
- ✓ Cedarburg Fire Department
- ✓ Landmarks Commission (if applicable)
- ✓ Park Commission (if applicable)
- ✓ Plan Commission
- ✓ Town Board

Required Information

If any item below is checked "NO", an explanation in writing must be submitted.

OWNER OF PROPERTY

CONSULTING ENGINEER/ARCHITECT

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone _____

REQUIRED INFORMATION

YES NO

- | | | |
|--|-----|-----|
| 1) Is the Site Plan consistent with the Town's Comprehensive Plan? | ___ | ___ |
| 2) Date, North Point & Scale. | ___ | ___ |
| 3) Certified Survey Map attached. | ___ | ___ |
| 4) Full legal description attached. | ___ | ___ |

- | | | |
|--|-----|-----|
| 5) Existing zoning district. | ___ | ___ |
| 6) Contours (no greater than 2'). | ___ | ___ |
| 7) Location of existing utilities. | ___ | ___ |
| 8) Location of proposed utilities. | ___ | ___ |
| 9) Location of existing easements. | ___ | ___ |
| 10) Location of proposed easements. | ___ | ___ |
| 11) Exterior color elevations attached (all views). | ___ | ___ |
| 12) Required yard setbacks. | ___ | ___ |
| 13) Traffic circulation and parking plan. | ___ | ___ |
| 14) Signage and lighting plan - including existing features. | ___ | ___ |
| 15) Existing trees, bodies of water, areas subject to flooding. | ___ | ___ |
| 16) Landscape plan. | ___ | ___ |
| 17) Vicinity map. | ___ | ___ |
| 17) Location of existing driveways within 100' of the any new driveways being installed. | ___ | ___ |
| 18) Fire protection (Please note the distance from the closest Cedarburg Fire Station <u>and</u> the distance of the closest cistern). | ___ | ___ |
| 19) Dates preliminary & final plats were approved for this location. | ___ | ___ |
| 20) A copy of an executed NPDES Stormwater permit for any Site with more than one (1) acre of property. | ___ | ___ |
| 21) Location of dumpster/trash receptacle and drawing of its enclosure (Please note the primary material for a dumpster enclosure must be masonry consistent with the masonry on the | | |

building the dumpster is for). _____

22) Asphalt trail (Please note trails will be required where one is noted within the Comprehensive Plan or Master Trails Plan. _____

23) Stormwater Management Plan (Please note the Town requires the developer and their engineer to design their Stormwater Management Plan to accommodate all the area they own, not just the area that is currently being developed.) _____

24) Is there adequate treatment or screening of negative aspects of buildings (loading docks, loading areas, outside storage areas and HVAC mechanical units) from public streets and adjoining properties? _____

Additional Notes

Town Staff must have 20 copies of all required information no later than the 20th of the month prior to the Plan Commission meeting. Please note the Conditional Use Permit application must be submitted by this deadline, too.

All building material samples must be brought to the Plan Commission meeting for their review. This includes, but is not limited to, masonry components, various siding materials, metal materials, roof materials, sign materials, etc.

Town Hall has a PowerPoint projection system. If you wish to project any part of your presentation, please notify Town Staff (262-377-4509) 48 hours in advance. Have you paid your Site Plan Review fee and Conditional Use Permit application fee?

When submitting to the Town of Cedarburg, please send two (2) copies of all submittals required above simultaneously to the town of Cedarburg's consulting engineer, Thomas Schmidt (Kapur & Associates, Inc.).

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| Thomas Schmidt, P.E. Kapur & Associates, Inc. 7711 N. Port Washington Road Milwaukee, WI 53217 Tel: (414) 351-6668 Fax: (414) 351-4117 |
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