

	<p align="center">CITY OF DE PERE</p> <p align="center">APPLICATION FOR SITE PLAN REVIEW</p>	Fee: \$ 350.00
		Receipt #: _____
		Date: _____

Read all instructions provided before completing. If additional space is needed, attach additional pages. Type or use black ink.

SECTION 1: Applicant / Permittee Information					
Applicant Name (Ind., Org. or Entity)		Authorized Representative		Title	
Mailing Address		City		State	ZIP Code
Email Address		Phone Number (incl. area code)		Fax Number (incl. area code)	
SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)					
Name (Ind. Org. or Entity)		Contact Person		Title	
Mailing Address		City		State	ZIP Code
Email Address		Phone Number (incl. area code)		Fax Number (incl. area code)	
SECTION 3: Project or Site Location					
Project Address/Description				Parcel No.	
SECTION 4: Project Information					
Existing Zoning:					
Present Use of Parcel:					
Proposed Use of Parcel:					
Estimated Start Date:			Estimated Completion Date:		
Please submit 1 hard copy 24x36, 1 hard copy 11x17 and 1 PDF copy of the submittal.					
SECTION 5: Certification and Permission					
<p>Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.</p> <p>Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.</p>					
Name of Owner/Authorized Representative (please print)			Title		Phone Number
Signature of Applicant				Date Signed	

TO BE COMPLETED BY CITY STAFF	
CSM Review authorized by the De Pere Municipal Code, Chapter 46.	

SITE PLAN DIRECTIONS

Site Plan Review Process

1. Pre-application meeting is held between applicant and City staff.
2. Applicant submits application with supporting documentation.
 - a. Submittal Deadline – 4 weeks prior to scheduled Plan Commission meeting
3. Staff review, including circulation of plan set to other departments.
 - a. Preliminary staff comments provided to applicant if needed.
 - b. Staff report drafted for Plan Commission meeting.
4. Plan Commission review of the project (4th Monday of every month)
5. City issues a comment letter to applicant with Plan Commission decision.
6. Applicant prepares and submits revised documentation in response to the comment letter.
7. City staff conducts re-review of project.
8. If conditions are substantially satisfied, City staff requests final submittal:
 - a. Auto CAD.dwg file of the site plan only, referenced to the Brown County Coordinate System NAD83, NAV88.
 - b. PDF digital copy of all drawings
 - c. One (1) plan set drawn to an engineering scale no greater than one (1) inch equals one hundred (100) (24x36 preferred)
9. City staff issues Site Plan approval memo to applicant and informs Building Department that permits may be issued.

Site Plan Submittal Package Requirements

1. Completed Application
2. Fee Payment
3. One (1) paper copy of all plans drawn to an engineering scale no greater than 1 to 100' (24 x 36 preferred)
4. One (1) reduced paper copy (11 x 17 preferred)
5. One (1) digital PDF copy

Site Plan Drawings to Include (at a minimum)

- a) Name of project/development
- b) Location of project/development by street address
- c) Name and mailing address of developer/owner
- d) Name and mailing address of engineer/architect
- e) North point indicator
- f) Scale
- g) Boundary lines of property, with dimensions (ALTA survey preferred, and may be required depending on project)
- h) Location, identification, and dimensions of existing and proposed
 - i. Topographic contours at a minimum interval of two feet
 - ii. Adjacent streets and street rights-of-way
 - iii. On site streets and street rights-of-way
 - iv. Utilities and utility easements
 - Electric
 - Natural Gas
 - Telephone

- Water
- Sewer (sanitary and storm)
- Fiber optic lines
- Other transmission lines
- v. All buildings and structures
- vi. Parking facilities
- vii. Water bodies and wetlands
- viii. Surface water holding ponds, drainage ditches, and drainage patterns
- ix. Sidewalks, walkways, and driveways
- x. Off street loading areas and docks
- xi. Fences and retaining walls
- xii. All exterior signs
- xiii. Exterior refuse collection areas
- xiv. Exterior lighting
- xv. Traffic flow on and off site
- i) Landscape Plan and Location of open space
- j) Site statistics, including:
 - i. Total site area (square feet);
 - ii. Impervious/Pervious surface
 - iii. Percent open space (landscape areas)
 - iv. Parking required/Parking provided
 - v. Floor area ratio
- k) Location and dimensions of proposed outdoor display areas
- l) Architectural rendering of the proposed structures and buildings, including:
 - i. All dimensions
 - ii. Gross square footage of existing and proposed buildings and structures
 - iii. Description of all exterior finish materials (include colors)
- m) Erosion control plans
- n) A staging plan for any projects involving more than one phase or construction season which sets forth the chronological order of construction and relates to the proposed uses and structures of various service facilities and estimated completion dates
- o) Other information considered pertinent by city staff and/or the developers (for example, traffic study, three dimensional renderings, et. al.)