



**Winnebago County Zoning Department**

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For office use only

Receipt # \_\_\_\_\_

Application #: \_\_\_\_\_

**SITE PLAN AND PLAN OF OPERATION APPLICATION**

**Fee: \$0.00**

(Please print or type. Please use black ink for duplicating purposes.)

**Payable to:** Winnebago County

**A. PROPERTY OWNER:**

A-1 NAME: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Permission is hereby granted for appropriate County Staff to enter upon the property for the placement and removal of hearing notices and conducting inspections prior to hearing. Said permission is to remain in effect until the conclusion of the Public Hearing and is binding upon all heirs and assigns.**

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**I HEREBY APPOINT THE FOLLOWING AS MY AGENT FOR PURPOSES OF THIS APPLICATION:**

A-2 AGENT (NAME): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**B. PROPERTY INFORMATION:**

B-1 Tax Key/Parcel #: \_\_\_\_\_

B-2 Location of affected property: \_\_\_\_\_

**C. TYPE OF APPLICATION: (check all that apply)**

- \_\_\_\_\_ Site Plan (complete **Section D** of this application)
  - \_\_\_\_\_ New site plan
  - \_\_\_\_\_ Amendment of a site plan approved on: \_\_\_\_\_
- \_\_\_\_\_ Plan of Operation (complete **Section E** of this application)
  - \_\_\_\_\_ New plan of operation
  - \_\_\_\_\_ Amendment of a plan of operation approved on: \_\_\_\_\_

**D. SITE PLAN:**

**D-1 Site plan.** Attach the site plan (8 1/2" x 11" or 11" x 17") to this application. The site plan can consist of a single page or multiple pages depending on the complexity of the features that need to be depicted.

Please refer to the special standards of each use, found in Article 8 of the Town/County Zoning Code for additional requirements that must be indicated.

The following items must be included:

- exact dimensions of all existing and proposed structures
- setback distances from all lot lines to all existing and proposed structures
- distances between existing and proposed structures at their closest points
- street yard setback(s), measured to the road right-of-way (not pavement or centerline)
- shore yard setback(s), measured from the closest point of the ordinary high water mark to all proposed and existing structures; zoning staff must delineate the OHWM and verify setback when within 100ft

In addition, site plans should also include, if applicable:

- outdoor storage/activity areas
- landscaping features to include: fences, buffers, and berms; trees/shrubs to be retained; and trees/shrubs to be planted including a plant list and specs
- wetland and floodplain boundaries
- parking features including dimensions of stalls, access aisles, and driveways and designation of accessible parking stalls
- signage including setbacks and specifications of type, height, etc. (see Article 12 of Town/County Zoning Code)

**D-2 Potential Expansion.** If expansion of the building, parking lot, outdoor storage area, or other similar feature is anticipated, describe the expansion and timeline, and show such areas on the site plan.

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**D-3 Parking.** The number of required parking spaces is dependent on the type of use present/proposed. Refer to Article 11 of the Town/County Zoning Code to determine the standard by which the number of spaces is calculated.

Standard (from Exhibit 11-1): \_\_\_\_\_

Calculation (show determination):

Required spaces as determined above (a) \_\_\_\_\_

Spaces Provided

*Regular* \_\_\_\_\_

*Compact* \_\_\_\_\_

*Accessible* \_\_\_\_\_

Total (b) \_\_\_\_\_

Spaces exceeding requirements as a percent \_\_\_\_\_

Note: calculate this value by dividing (b) by (a). If the number of spaces provided exceeds the number of required spaces by more than 15 percent, a special exception as approved by the Planning and Zoning Committee is required.

Will the project share parking spaces with an adjoining business as allowed under Article 11 of the Town/County Zoning Code?  
 No  
 Yes If yes, attach one copy of an existing or proposed Shared Parking Agreement.

Will the parking lot have outdoor lighting?  
 No  
 Yes If yes, attach one copy of the proposed outdoor lighting plan.

**D-4 Miscellaneous**

Is a landscape plan required? A landscape plan is required when a proposed project meets one of the following criteria:

- (1) construction of a principal building, except for single-family and two-family residences and agricultural buildings;
- (2) accumulative expansion of a principal building by 50 percent or more of the original square footage of the building;
- (3) construction of a principal structure such as fueling stations and telecommunication towers, when the principal structure is the only principal structure/use on the lot; or
- (4) is a condition of a conditional use permit approved by the Planning and Zoning Committee?

No  
 Yes If yes, attached a landscape plan that meets the requirements of Article 9 of the Town/County Zoning Code.

Does the subject property adjoin another property that is located in a zoning district that is different than the zoning district in which the subject property is located (i.e. your property is zoned B-2 and adjoins a parcel that is zoned I-2)?

No  
 Yes If yes, is a buffer yard required under Article 9 of the Town/County Zoning Code? See Exhibit 9-1.  
 No  
 Yes If yes, show the buffer yard on the landscape plan.

Is there or will there be a trash enclosure?

No  
 Yes If yes, show the location on the site plan and provide a set of plans for the enclosure that includes dimensions, materials, and setbacks.

Will the site require a new access onto a state, county, or town road?

No  
 Yes If yes, attach one copy of the access and/or culvert permit.

Will the site share a single street access with an adjoining parcel?

No  
 Yes If yes, attach one copy of an existing or proposed joint access easement.

Will the project disturb more than 1,000 square feet?

No  
 Yes If yes, attach one copy of a stormwater and/or erosion control permit.

Will the project require a new or expanded private on-site waste water treatment system (POWTS)?

No  
 Yes If yes, attach one copy of the sanitary permit card.

**E. PLAN OF OPERATION:**

**E-1 Describe the proposed use:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**E-2 Gross floor area:**

Floor	Floor area (sq. ft.)	Uses (e.g., retail, office, storage, kitchen, manufacturing, warehousing, etc.)

**E-3 Describe the days of operation and hours of operation:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**E-4 Miscellaneous**

Will you need to obtain a permit, license, or other approval from the State of Wisconsin to operate this use?

\_\_\_\_\_ No  
 \_\_\_\_\_ Yes If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

Will you need to obtain a liquor license from the Town?

\_\_\_\_\_ No  
 \_\_\_\_\_ Yes

Does the use involve the production of any items?

\_\_\_\_\_ No  
 \_\_\_\_\_ Yes If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

Will the use emit any type of smoke, vapor, steam, or dust?

\_\_\_\_\_ No  
 \_\_\_\_\_ Yes If yes, please describe in detail (e.g., type, point of emission, emission levels, etc.): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Will the use utilize, store, or manufacture any Extremely Hazardous Substance (EHS) as regulated under Section 302 of the Emergency Planning and Community Right-to-Know Act (EPCRA)? Refer to the "Consolidated List of Lists" which is published by the U.S. EPA.

\_\_\_\_\_ No  
 \_\_\_\_\_ Yes If yes, please list each substance and include the estimated quantity. Depending on the quantity, you may be required to develop a response plan in collaboration with Wisconsin Emergency Management and/or the Winnebago County Emergency Management Department. Attach additional pages if necessary.

1. \_\_\_\_\_
2. \_\_\_\_\_

Does the use utilize, store, or manufacture gasoline, diesel fuel, or any other petroleum-based fuel?

\_\_\_\_\_ No  
 \_\_\_\_\_ Yes If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

Will the use include outdoor storage of materials or equipment?

\_\_\_\_\_ No  
 \_\_\_\_\_ Yes If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_