



SITE PLAN REVIEW APPLICATION

The following checklist will ensure the timely processing of your site plan review request:

Site Plan Review Checklist:

- ▶ Include all items applicable and requested on the checklist

Site Plan Review Fees (Payable to the City of Onalaska)

- ▶ \$75.00: Accessory structure with disturbed area of 1,200 SF or less and Principal structure of 250 SF or less
- ▶ \$150.00: Parking lot re/construction and/or other site improvements without principal structure/other projects
- ▶ \$300.00: Additions of 1,201 SF or more (Accessory Structures) and 251 SF or more (Principal Structures)
- ▶ \$500.00: New Construction (including Class 1 Telecommunication Tower Construction)

If incomplete, no further processing of the application will occur until the deficiencies are corrected. All development must meet the requirements of the Unified Development Code and any other applicable City ordinances, local, state or federal

Description of Proposed Development:

If you have any questions, please contact the City Planning / Zoning Department at 608-781-9590.

Property Address:	Applicant:
Parcel Number: 18-	Contact:
Zoning District:	Mailing Address:
	City, State, Zip:
	Phone Number:
	Email: <input type="checkbox"/> Primary Contact
Business:	Property Owner:
Owner/Contact:	Contact:
Mailing Address:	Mailing Address:
City, State, Zip:	City, State, Zip:
Phone Number:	Phone Number:
Email: <input type="checkbox"/> Primary Contact	Email: <input type="checkbox"/> Primary Contact

The undersigned hereby makes application at the location stated herein. Ther undersigned agrees that all work shall be done in accordance with the requirements of the Onalaska Zoning Ordinance and with all other applicable City Ordinances and the laws and regulations of the State of Wisconsin.

Signature of Applicant:	Date:
Signature of Property Owner:	Date:

OFFICE USE ONLY:	Date Submitted:	Permit Number:
Permit Fee:	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	Application Received by:



CITY OF ONALASKA

Site Plan Review Checklist

Site Plan review is required for all development including new construction, movement, reconstruction, conversion or structural alterations to structures pertaining to triplexes, multi-family housing, commercial, industrial, and public projects. The submittal of the proposed project must include the following information in order to be considered a complete application for Site Plan Review. Check appropriate boxes to indicate completion of the corresponding requirement. Refer to City of Onalaska's *Unified Development Ordinance* for more information regarding standards, plans, and requirements. **Please provide the following with the site plan application submittal: two (2) full-size copies (24" x 36"), two (2) 11" x 17" copies, and a 24" x 36" electronic version of entire plan set.**

1. Completed Site Plan Review Application form with completed and signed checklist.
 - Attached*
2. A cover letter is required describing the request for the Site Plan Review. The letter shall include a general description of the proposed project. Describe the proposed phasing of all buildings and site improvements including utilities, streets, and storm-water facilities. Also, described any land divisions that need to occur.
 - Attached*
3. Site Plan Applicant Review Fee.
 - \$75.00 (Accessory structure with disturbed area of 1,200 SF or less and Principal structure of 250 SF or less)
 - \$150.00 (Parking lot construction or reconstruction and/or other site improvements without Principal Structure/Other Projects)
 - \$300.00 (Additions with disturbed area of 1,201 SF or more (Accessory Structures) and 251 SF or more (Principal Structures))
 - \$500.00 (New Construction (including Class 1 Telecommunication Tower Construction))
 - Submitted*
4. **Site Plan.** New development will require a professionally drawn site plan to be submitted, drawn to an engineered scale, and include the following items:
 - A. Name, address, and phone number for the owner, developer and general contractor/designer.
 - B. Legal description of the site or copy of plat/certified survey map.
 - C. The location and dimensions of all site property lines and adjacent parcel lines within 100 feet.
 - D. Show North Arrow, scale of drawing, Bench Mark location and elevation to NGS (if required).
 - E. Label all front, rear, and side yard setbacks of the new development to adjacent property lines.
 - F. Location of all structures, labeled existing and proposed.
 - G. Show the location and label widths of all existing and proposed public rights-of-way and public/private easements adjacent to and within the site.
 - H. Identify existing and proposed street improvements including streets, alleys, curbs, sidewalks and trails. Identify connections to existing/proposed sidewalks and trails and label proposed bicycle facilities and widths of pedestrian facilities.
 - I. Show existing and proposed driveways, parking spaces, loading spaces, interior parking islands, sidewalks and handicap ramp widths. Indicate the direction of travel for one-way drives and inside radii for all curves. Provide distance from driveway to street corner if under 200 feet. Note dimensions of driveways and parking spaces and list total number of parking

spaces required and provided. Provide cross-section drawings of proposed curbs and sidewalks.

- J. Show the size, shape, location, height, and floor area of all existing and proposed new structures, and first floor and basement floor grades.
 - K. Show all existing and proposed surface materials (grass, bituminous, concrete, etc.)
 - L. Existing and proposed grades, drainage systems, and structures with topographic contours at intervals not exceeding 2 feet. Contours should extend a minimum of 200 feet beyond property lines and nearby berms, swales, and to curbs.
 - M. Show any natural features such as wooded lots, mature vegetation, wetlands, floodplains/floodway boundaries, drainage ways, streams, and lakes or ponds with indication as to which are existing and which are to be modified or removed.
 - N. Identify existing and proposed new sign locations as known for the site.
 - O. Airport Overlay District. Certain projects are required to adhere to Airport Zoning Regulations, please acknowledge the following:
 - I have verified with the Planning Department that no permit is required for airport zoning approval.
 - I have verified with the Planning Department that a permit is required for airport zoning approval.
 - P. Provide any additional site information as required by the Land Use and Development Director or Designated Authorized Agent or the Plan Commission.
 - Attached
 - Does Not Apply, Please state reason: _____
-
-

5. **Utilities Plan.**

- A. Show size and location of all existing and proposed public and private utilities (fire hydrants, sanitary sewer laterals, water services, storm sewer, light poles, etc.). Label which are above and below ground.
- B. If new impervious roof or parking surfaces will be added, provide storm water management plan with calculations to document that the existing storm-sewer system can properly transport the increased flows. Show any on-site retention systems that will be utilized to control and treat the influx of storm water into the storm sewer system. Describe how onsite retention systems will be maintained following project completion.
- C. Provide square footage amounts of existing and proposed impervious areas.
- D. Provide an Erosion Control Plan showing the following information:
 - 1. If site has greater than one (1) acre of disturbance:
 - a. Apply for a NR 216/Notice of Intent (NOI) with the Wisconsin Department of Natural Resources. Supply City Engineering Department with a copy of the application, application materials, and permit.
 - b. Complete a City Erosion Control / Storm Water Permit Application and the associated checklist for greater than one (1) acre of disturbance.
 - c. Provide a scaled layout with details of Best Management Practices (BMPs) locations, stockpiles, tracking pads, temporary sediment ponds, local catch basins/inlets, etc.
 - 2. If site has less than one (1) acre of disturbance:
 - a. Complete a City Erosion Control / Storm Water Permit Application and the associated checklist for less than one (1) acre of disturbance.
 - b. Provide a scaled layout with details of Best Management Practices (BMPs) locations, stockpiles, tracking pads, temporary sediment ponds, local catch basins/inlets, etc.

**Note: The City Erosion Control / Storm Water Permit Application (approved by City Staff) and BMPs shall be installed prior to any grading or construction activities.*

- Attached
- Does Not Apply (No proposed additional demand).

6. **Landscaping, buffers, and screening.** A landscape plan illustrating the existing and proposed landscaping (including species/types – maximum height, canopy size), buffers and screening. On the site plan, identify vision triangles at site entrances and utilities (fire hydrants, sanitary laterals, water services, light poles, power poles, etc.) that may impact site landscaping. Note: Landscape plans to be prepared by a landscape architect or similar for projects greater than one (1) acre of site disturbance.

Commercial developments Landscaping Plans to provide the following:

- All structures must have foundation plantings consisting of shrubs, perennials, etc.
- 1 canopy or evergreen tree per 25 linear feet of street frontage. (Not more than 30% of the required number of trees shall be of the same species.) Evergreens are not allowed in City ROW.
- All additions, expansions, or additional structures shall require an additional 2 shrubs per 1,000 square feet of new construction.
- All open, off-street parking areas shall have a minimum of 1 square foot of landscaping per 10 square feet of parking using trees, shrubs, or ground cover plants. The preservation of existing trees, shrubs and other natural vegetation in the parking area may be included in the calculation of the required minimum landscape area.

Attached Does Not Apply, Please state reason: _____

7. **External Lighting Plan.** A lighting plan illustrating the all existing and proposed exterior lighting, including on the building and throughout the site (include a spec sheet or description of types of lights proposed). Note: All lighting to be downcast and shielded and a minimum of three (3) feet from property lines.

Attached Does Not Apply, Please state reason: _____

8. **Fire Planning.** Submit a PDF copy of final site plan to Fire Department with details on fire protection noted on plan (i.e., building footprint, location of knox box, location of alarm system annunciator panel, map of alarm zones, location and details of fire department connection, driveways and parking areas) for pre-fire planning purposes.

A. Knox Box. Required Not Applicable

9. **Architectural Plans.** These drawings and plans should show sufficient detail to indicate the architectural design and size of the proposed buildings, but all design details are not required at this stage.

- A. Architectural renderings and general floor plans for new buildings. Provide proposed finished elevation drawings of all affected sides of existing building(s).
- B. Indicate existing and proposed materials and colors.

Attached Does Not Apply, no exterior changes to existing structure are proposed.

10. **Refuse/Recycling Containers.** Containers shall be screened by a 4-sided, 6-foot high opaque enclosure complimentary to the building’s architecture and setback three (3) feet from lot lines, screened with landscaping from adjacent residencies / public right-of-way, and include a durable gate system that remains closed when not in use. Provide details on construction type, materials and design.

Required Not Applicable, existing.

11. **Archeological Permits.** Is the project located in an archeologically-significant area? If so, State Historical Preservation Office permit is required prior to any construction activities and copy submitted to the Planning Department.

Attached Does Not Apply, not in archeologically-sensitive area.

12. **Additional Permits required for proposed project.** Applicants must also apply for and receive stormwater and erosion control permits when applicable. Other permits required for this project are listed below.

- | | | |
|---------------------------------------|-----------------------------------|---|
| A. Erosion Control Permit. | <input type="checkbox"/> Required | <input type="checkbox"/> Not Applicable |
| Less than one (1) Acre of disturbance | <input type="checkbox"/> | <input type="checkbox"/> |
| More than one (1) acre of disturbance | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Stormwater Management Permit. | <input type="checkbox"/> Required | <input type="checkbox"/> Not Applicable |
| C. Driveway Permit. | <input type="checkbox"/> Required | <input type="checkbox"/> Not Applicable |
| D. Street Opening Permit. | <input type="checkbox"/> Required | <input type="checkbox"/> Not Applicable |
| E. State Plan Approvals. | <input type="checkbox"/> Required | <input type="checkbox"/> Not Applicable |
| F. Building Permit. | <input type="checkbox"/> Required | <input type="checkbox"/> Not Applicable |
| G. Electrical Permit. | <input type="checkbox"/> Required | <input type="checkbox"/> Not Applicable |
| H. Plumbing Permit. | <input type="checkbox"/> Required | <input type="checkbox"/> Not Applicable |
| I. Heating/Cooling Permit. | <input type="checkbox"/> Required | <input type="checkbox"/> Not Applicable |
| J. Weights/Measures Permit. | <input type="checkbox"/> Required | <input type="checkbox"/> Not Applicable |

13. **Additional Information** – Provide phasing plan, economic impact statement, traffic impact analysis, and all other information as determined by City staff to establish compliance with Title 13.

All information listed above is attached to this application unless otherwise marked “Does Not Apply.” I understand that incomplete submittals may delay the processing of the application.

Applicant Signature

Printed Name & Title

Date

<i>The completed documents have been received by:</i>	
_____	_____
City of Onalaska Authorized Staff Member	Date



City of Onalaska Fire Department

Phone: (608) 781-9546 Fax: (608) 781-9514 email: tgudie@cityofonalaska.com

Project Name:

Address:

Fire Protection Preliminary Checklist for Site Development Plan Approval:

This form is a guide following the 2012 Edition of NFPA 1 State Fire Code. Refer to NFPA 1 for additional contents and requirements.

Plan shall be submitted to the Onalaska Fire Department (minimum requirements) - Indicate Type of Occupancy, Length, Width and Height of proposed building (s) include width of driveway(s), firelane with turning radius, and hydrant location(s) on the plan

- Is the proposed building (s) completely protected by an NFPA 13 or 13R automatic fire sprinkler system? YES No N/A
- If non-sprinklered**, fire lanes extend to within 150 - feet of all portions of the exterior wall? YES No N/A
- If Sprinklered**: fire lanes are within 250 - feet of all portions of the exterior wall? YES No N/A

Fire Department Access Roads (NFPA 18.2.3)

- Does fire department access road extend to within fifty (50) feet of at least one exterior door that can be opened from the exterior and provide access to the interior of the building? YES No N/A
- Is the facility or any portion of the exterior wall on the first floor located further than 150 -feet from the FD access road as measured by an approved route around the exterior of the building or facility? YES No N/A
- Is the fire lane constructed of concrete or asphalt, designed to support a minimum load of 80,000 lbs ? YES No N/A
- Is the fire lane a minimum unobstructed width of at least 20 - feet? YES No N/A
- Is the fire lane unobstructed with a vertical clearance of at least 13' 6 " ? YES No N/A
- Is the Outside turning radius 39 feet for fire department access ? YES No N/A
- Is the grade of the fire lane not more than 10% slope? YES No N/A

Dead Ends: Dead-end fire department access roads in excess of 150-Feet in length shall be provided with approved provisions for the fire apparatus to turn around.

NFPA 18.3 Water Supplies

An approved water supply capable of supplying the required fire flow for fire protection shall be provided to all premises upon which facilities, buildings, or portions of buildings are hereafter constructed or moved into the jurisdiction.

Where no adequate or reliable water distribution system exists, approved reservoirs, pressure tanks, elevated tanks, fire department tanker shuttles, or other approved systems capable of providing the required fire flow shall be permitted.

NFPA 16 Safeguarding Construction, Alteration, and Demolition Operations

16.1.4 Fire department access roads provided in accordance with 18.2.3 shall be provided at the start of a project and shall be maintained throughout construction.

16.4.3.1.1 A water supply for fire protection, either temporary or permanent, shall be made available as soon as combustible materials accumulates.

16.4.3.1.3 Where underground water mains and hydrants are to be provided, they shall be installed, completed, and in service prior to commencing construction work on any structure.

Additional Fire Department Requirements on Conditions of Approval for New Site Plans

A Knox box is required. Coordinate with the City of Onalaska Fire Department (OFD) on the type and location. The Knox box must be visible from the main entrance. Remodel / Additions; OFD may require adding additional Knox boxes.

If building is sprinklered, location of the Fire Department Connection (FDC) must be visible from the main entrance. FDC shall not be greater than two hundred (200) feet from fire hydrant serving the building (hose-laying distance). FDC to be a five (5) inch storz with a weather proof horn strobe above it. **Fire Hydrants:** Breakaway needs to be visible but not to exposed as to render it ineffective and cause damage to vehicles. Breakaway shall be 2" – 3" from the finished grade or to the bury line on Waterous hydrants. The exposed barrel length shall be 22"with a maximum height of 30" from finished grade to center of Steamer.

All fire alarm systems shall include a detailed plan of proposed system for review to OFD. An annunciator panel shall be located at the main entrance. For systems with more than one zone (multiple monitored devices), OFD may require posting a detailed floor plan with device description and location in the area of the annunciator panel.

Applicant shall submit a PDF copy of final site plan to OFD with details on fire protection systems noted on plan (i.e., building footprint, location of Knox box, alarm system devices, annunciator panel, map of alarm zones, fire department connection, driveways and parking areas, hydrant location, roof access, gas, and electrical shutoff) for pre-fire planning purposes.

It is required that the City Fire Department, City Engineer, and Building Inspectors are invited to the pre-construction meeting.