

**APPLICATION FOR SITE PLAN REVIEW**  
**by the Plan Commission of the**  
**City of Mayville, Wisconsin**

Dear Applicant:

Thank you for inquiring about the City of Mayville's Site Plan Review process. Attached please find a copy of the City's Zoning Ordinance relating to site planning criteria, as well as an application for site plan review and plan of business operations form.

Please note that all applications must be accompanied by twelve (12) complete sets of plans prior to the item's placement on an upcoming agenda.

We accept applications up to 14 business days prior to a scheduled Plan Commission meeting. By making every effort to have your application in our office as early as possible prior to the scheduled meeting, our staff can identify any potential problem areas and allow you, as the applicant, sufficient time for any necessary corrections and resubmittals. Applications not submitted 14 days in advance of a meeting will be scheduled the following month.

Incomplete applications may be returned with a request for additional data. Many problem areas can be easily resolved through an initial staff consultation, followed by an early submittal and plan review by our staff. Last minute applications which are incomplete, or which do not meet Municipal Code requirements, have often resulted in self-created delays in the past.

Our staff will make every effort to assure the timely consideration of your application. However, the Plan Commission has gone on record to indicate that they do not wish to be presented with incomplete applications, or applications which do not meet Municipal Code requirements.

Please feel free to contact our Building & Zoning Inspectors if you have any questions on site planning. They can be reached at City Hall Monday, Wednesday and Friday, 8AM to 10AM or 920-387-7900 ext. 209. 15 S. School Street, Mayville, WI 53050.

10/31/2002

## PLANNING COMMISSION POLICY ON ACCEPTING AGENDA ITEMS

The growth seen by the City of Mayville over recent years has resulted in a high case load being placed on the Planning Commission.

Quite regularly, requests to be placed on the Planning Commission Agenda come before proper planning and information gathering has been completed by the party requesting Planning Commission action. This results in items being tabled to other meetings or not being acted on at all because the request is never followed through.

In order to make efficient use of the Planning Commission time and the time of the City Staff, the following procedure shall be applied in order to be placed on the Agenda:

1. An application to be placed on the agenda shall be submitted citing the specific action being requested. The application shall reference sections of the Municipal Code concerning the request. Sufficient written narrative shall be provided describing the project/request.

Where applicable, a site plan and/or construction drawings drawn to scale shall be submitted with the application.

2. In order to allow the Planning Commission the opportunity to inspect project sites, etc., the application for each agenda item shall be forwarded by the City Clerk to the Planning Commission members along with their monthly agenda.
3. In the case of Board of Appeals recommendations or Conditional Use Permit requests, those applications will suffice.
4. All Certified Survey Maps, Plats, Annexations and the like shall bear the approval stamp of the Dodge County Survey and Description Office prior to submittal to the City of Mayville Planning Commission.
5. The above referenced agenda application form shall be available through the office of the Building & Zoning Department or the City Clerk. The Director of Public Works shall assist applicants in preparation of the applications as necessary.
6. The application and all materials required shall be submitted three working days prior to the agenda being submitted to the Mayville News for publication. This allows minimal time for staff to work out details with the city attorney, affected utilities or others as may be affected. (This works out to 14 days before the meeting).
7. If staff determines that inadequate information is supplied, the item will not be placed on the agenda.

8. In order to justify consideration by the Planning Commission the applicant shall:
  1. Be the owner of the property involved or;
  2. Be an agent of the property owner ie. Attorney, Architect, Engineer, etc. or;
  3. Be a purchaser of the property involved with an accepted offer to purchase or;
  4. Be a tenant, lessee, purchaser etc. of the property with a letter from the property owner indicating agreement with the action being requested of the Planning Commission.
9. This policy shall be reviewed by the Planning Commission at least semi-annually in order to review its effectiveness.
10. The following shall be used as a guide by the Planning Commission and staff in review of submitted materials. The applicant shall be responsible for providing this information in keeping with the timetable indicated in Item #6 from the previous page.

A. INTENT AND PURPOSE

For the purpose of promoting compatible development, stability of property values, and to prevent impairment or depreciation of property value, no person shall commence any use or erect any structure, with the exception of one and two-family dwellings, without first obtaining the approval of the Plan Commission of detailed site, architectural and in the case of commercial, industrial, or institutional uses, operational plans as set forth in this section. The Plan Commission shall review the site, existing and proposed structures, architecture, neighboring uses, parking areas, driveway locations, loading and unloading in the case of commercial and industrial uses, highway access, traffic generation and circulation, drainage, landscaping, sewerage and water systems, as well as plans for proposed operation. Operation plans for use of an existing structure may, at the discretion and direction of the Plan Commission, only require review and approval of the Zoning Administrator.

B. COMPLIANCE

Compliance with all other provisions of this ordinance, such as lot width and area, yards, height, parking, loading traffic, and highway access shall be required of all conditional uses. Variances may only be granted as provided in Section 17.56. Conditions such as landscaping, architectural design, type of construction, flood proofing, anchoring of structures, construction commencement and completion dates, sureties, lighting, fencing, planting screens, operational control, hours of operation, improved traffic circulation, deed restrictions, highway access restrictions, upon its finding that these are necessary to fulfill the purpose and intent of this ordinance.

C. PRINCIPLES

To implement and define criteria for the purposes set forth above, the following principles are established:

1. No building shall be permitted the design or exterior appearance of which is of such unorthodox character in relation to its surroundings as to be unsightly or offensive to generally accepted taste and community standards.
2. No building shall be permitted the design or exterior appearance of which is so identical with those adjoining as to create excessive monotony or drabness.
3. No building shall be permitted where any exposed façade is not constructed or faced with a finished material which is aesthetically compatible with the other facades and presents an attractive appearance to the public and to surrounding properties.
4. No building or sign shall be permitted to be sited on the property in a manner which would unnecessarily destroy or substantially damage the natural beauty and aesthetics of the area, particularly insofar as it would adversely affect values incident to ownership of land in that area, or which would unnecessarily have an adverse affect on the beauty and general enjoyment of existing structure on adjoining properties.

D. ADMINISTRATION

Plan data shall be submitted to the Zoning Administrator/Building Inspector who shall transmit all completed applications and their accompanying plans to the City Clerk, Utilities Director, Director of Public Works, and Plan Commission for their review.

1. Site plan data to be submitted with all plan review applications shall include the following:
  - a. Site plan drawn to scale (including scale and north arrow).
  - b. Name of project noted.
  - c. Owners and/or developer's name and address.
  - d. Architects and/or engineer's name and address.
  - e. Date of plan submittal.
  - f. Existing topography shown at a contour interval not less than two(2) feet.
  - g. Proposed changes in topography.
  - h. The characteristics of soils related to contemplated uses.
  - i. The type, size, location and dimensions of all structures including fences and walls.
  - j. Location and number of parking, loading, and storage areas.
  - k. Primary building materials used in construction of all structures.

- l. Height of building(s).
  - m. Location of existing and proposed sanitary sewers, storm sewers, and water mains (including size).
  - n. Location of existing or proposed storm water detention/retention areas.
  - o. Location of proposed solid waste (refuse) storage area.
  - p. Location of pedestrian sidewalks and walkways.
  - q. Existing and proposed public right-of-way widths.
  - r. Existing and proposed street names.
  - s. Location, type, height, and intensity of proposed lighting.
  - t. Location of existing trees and extent, and type of proposed plantings including type and extent of erosion control.
  - u. A graphic delineation of any planned development staging.
  - v. Architectural plans, elevations, and perspective drawings and sketches illustrating the design and character of proposed structures.
  - w. Any other information which will assist the Plan Commission in making a determination and recommendation on the proposal.
2. Operations plan data to be submitted for Plan Commission or staff review with all plan review applications shall include at least the following:
- a. Specific use of site and building(s).
  - b. Hours of operation.
  - c. Number of full and part time employees.
  - d. Estimate of daily truck and auto trips to the site.
  - e. Type of materials and equipment to be stored on site.
  - f. Method of handling solid and liquid waste disposal.
  - g. Method of exterior maintenance (site and buildings).
  - h. Method of site and building security other than local police.
  - i. Copies of all special use permits issued by state or county services.
  - j. Any other information which will assist the Plan Commission in making a determination and recommendation of the proposal.
3. All landscape plans shall contain:
- a. North arrow and Scale.
  - b. Topographic information and final grading adequate to identify areas needing slope protection.
  - c. Location, size, and surface materials of all structures and parking areas.
  - d. The location, type, size, quantity and botanical name of all proposed landscape materials, drawn to reflect mature sizes.
  - e. The location, size and common name of all existing plant material to be retained, drawn to reflect mature sizes.

# APPLICATION FOR SITE PLAN REVIEW

Name of Proposed Development: \_\_\_\_\_

Address of Development Site: \_\_\_\_\_

**Applicant:**

Contact Person: \_\_\_\_\_

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

Phone/Fax: \_\_\_\_\_

**Plans Prepared by:**

Contact Person: \_\_\_\_\_

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

Phone/Fax: \_\_\_\_\_

**Owner(if different):**

Contact Person: \_\_\_\_\_

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

Phone/Fax: \_\_\_\_\_

**Partner (if different):**

Contact Person: \_\_\_\_\_

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

Phone/Fax: \_\_\_\_\_

Please describe the proposed development: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Is Review by other jurisdictions required?**

Federal     State     County     Township

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

**Utility Demand: (if applicable, attach calculations)**

Anticipated Annual Water Consumption: \_\_\_\_\_

Anticipated Annual Sewerage Discharge: \_\_\_\_\_

Anticipated Stormwater Discharge: \_\_\_\_\_

**For Office Use Only**

**PIN Number:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_

**Fees Paid:** \_\_\_\_\_

**Date of Plan** \_\_\_\_\_

**Commission Review** \_\_\_\_\_

