



SITE PLAN REVIEW APPLICATION

PLAN COMMISSION SUBMISSION

PROPERTY OWNER	APPLICANT (IF DIFFERENT PARTY THAN OWNER)
Name:	Name:
Mailing Address:	Mailing Address:
Phone:	Phone:
Email:	Email:

PROPERTY INFORMATION
Described the Proposed Project in Detail:
Property Parcel # (3-20000):
Site Address/Location:
Current Zoning and Use:
Proposed Zoning and Use:
Existing Gross Floor Area of Building:
Proposed Gross Floor Area of Building:
Existing Building Height:
Proposed Building Height:
Existing Number of Off-Street Parking Spaces:
Proposed Number of Off-Street Parking Spaces:
Existing Impervious Surface Coverage Percentage:
Proposed Impervious Surface Coverage Percentage:

I certify that the attached drawings are, to the best of my knowledge, complete and drawn in accordance with all City of Kaukauna codes.

Owner/Agent Signature:

Owner/Agent Name (Printed):

SITE PLAN REVIEW PROCEDURES

Site Plan Review is an administrative process that takes at maximum, 10 working business days after a submittal deadline. Plan Review process is **required** for all new buildings, and building expansions / additions or structures.

Early in the process, consult the Site Application Checklist (attached) for a complete list of plan requirements and contact staff in the Planning and Community Development Department for initial direction and assistance. In addition, it is your responsibility to notify utility companies regarding your proposed development.

The Planning and Community Development Department and other City Departments will review the Site Plan. The Site Plan Review Committee meets on an ad hoc basis, but complete submittals must be submitted 10 business days prior to a meeting of the City Plan Commission. Plan Commission meeting dates generally fall on the Thursday following a Common Council meeting at 4:00 p.m.

Submit a set of plans, a digital copy of the plans in PDF or compatible format, and one of each application: Site Plan, Erosion Control, and Stormwater Utility Service Application. The Site Plan Set shall include Site, Utility, Grading, Drainage, Erosion Control, Landscape, Architectural Elevations, Photometric Information, Road and Driveway widths, Material composition of road and driveways, Parking Plans, Hydrant Locations (public and private), Distances of Buildings (length, width, and distance from sidewalks, roads and driveways). Additionally, please indicate if the property will be utilizing a Knox Box.

After review by City Departments, questions, comments and requested revisions will be returned to the applicant in advance of the Plan Commission meeting. With approval of the Planning and Community Development Department Head and reviewer, the Planning and Community Development Department will refer the site plan to the City Plan Commission. This process aims to reduce the number of public appearances a developer must make before the City Plan Commission and to present more fully formulated site plans to the Plan Commission for their formal approval.

SITE PLAN REVIEW COMMITTEE CONTACTS:

Planning & Community Development:	Joe Stephenson jstephenson@kaukauna-wi.org	920-766-6315
Inspections review:	Brett Jensen bjensen@kaukauna-wi.org	920-766-6325
Public Works review:	John Sundelius sundelius@kaukana-wi.org	920-766-6305
Erosion Control review:	John Neumeier neumeier@kaukauna-wi.org	920-766-6305
Fire Department review:	Asst. Chief Craig Schneider schneica@kaukauna-wi.org	920-766-6320
Police Department review:	Chief Jamie Graff graffjj@kaukauna-wi.org	920-766-6333
Kaukauna Utilities Water review	Kevin Obiala kobiala@ku-wi.org	920-462-0233
Kaukauna Utilities Electric review	Eric Miller emiller@ku-wi.org	920-462-0214
Kaukauna Utilities Fiber Optic review	Don Krause dkrause@ku-wi.org	920-462-0244

SITE PLAN CHECKLIST

This Site Plan checklist has been prepared to provide the applicant with a clear understanding of what is needed to complete a Site Plan Review. It is our hope that by providing a very detailed list of information to be shown on the Site Plan and a specific format for its presentation, review time will be kept to a minimum and will prevent costly time delays caused by incomplete plans. Your courtesy in following this checklist carefully will ensure prompt review and approval at the earliest possible date.

APPLICATION FORM AND SITE PLANS

Application forms are available from the Planning and Community Development department and online and should be filed 45 days prior to a request for permits. Those who may file are the property owner, a person having the lawful power of attorney, or a representative of the owner such as an architect, engineer, or other agent designated by the property owner. In no case will an application be accepted without an original signature of the property owner(s) or his/her agent. All blanks on the application must be filled or an explanation given in a letter of intent.

When the applications (Site Plan, Erosion Control, and Stormwater Utility), Site Plan set, documentation and other required information have been prepared, please contact the Planning Department to meet briefly (30 minutes or less) while submitting. This will ensure that the Coordinator (prior to convening Department Heads) has a full picture of your development goals. ***Please do not just drop off or mail plans, as this may create further need for additional conversations prior to the Site Plan Review Committee convening.**

A COMPLETED APPLICATION INCLUDES:

- Completed Site Plan application
- Completed Erosion Control Permit application and necessary fees
- Completed Stormwater Utility Service application
- Completed Construction Site Stormwater Management form
- Calculations for sanitary sewer and water
- Calculations for storm sewer design
- Site Plan set (hard copy and digital) to include:
 - Sheet 1 – Site Plan layout and streets, including designated fire lanes
 - Sheet 2 – Utilities, grading and drainage plan
 - Sheet 3 – Erosion control plan
 - Sheet 4 – Landscape and lighting plan
 - Sheet 5 – Architectural elevation and construction details *Please note that fire lanes must be hard surface, marked, and able to support the load of current fire apparatus.
 - Floor plan set
 - Any other plans or information deemed necessary by the Director of Community Development
- A digital copy of the Site Plan Set in PDF or compatible format by electronic mail or digital dropbox submission

SITE PLAN SUBMISSION

By mail/in-person drop off: City of Kaukauna, Attn: Planning Department, 144 W. 2nd Street, Kaukauna, WI 54130

Electronically remit materials to the Planning Department contact on this sheet.