



SITE PLAN REVIEW APPLICATION

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

PROPERTY INFORMATION
Describe the Proposed Project in Detail:
Property Parcel (#):
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

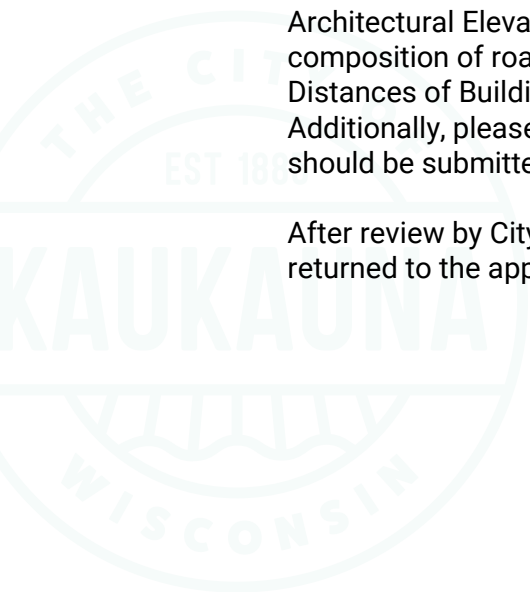
Site Plan Review is an administrative process that can take up to 15 working business days after a submittal deadline. Plan Review process is **required** for all new commercial, industrial or multifamily buildings, and building expansions / additions or structures.

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.

Prior to the 10 day submittal deadline, a preliminary set of plans should be submitted to the Planning and Community Development Department, those plans will then be distributed amongst various departments for an initial review. Feedback will be given to the applicant after the initial review. To allow for the submittal of 100% completed plans.

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. This application should be submitted to the Application Coordinator listed below.

After review by City Departments, questions, comments and requested revisions will be returned to the applicant in advance of the Plan Commission meeting.



SITE PLAN REVIEW CONTACTS:

Application Coordinator/Planning Dept	Lily Paula lpaul@kaukauna-wi.org 920-766-6315
Inspections review:	McMahon and Associates inspection@kaukauna-wi.org 920-766-6325
Public Works review:	John Neumeier jneumeier@kaukana-wi.org 920-766-6305

SITE PLAN CHECKLIST

- 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 or digital) to include:
 - o Site Plan layout and streets, including designated fire lanes
 - o Utilities, grading and drainage plan
 - o Erosion control plan
 - o Landscape and lighting plan
 - o Architectural elevation and construction details
 - o Floor plan set
 - o Any other plans or information deemed necessary by 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: Lily Paul, 144 W. 2nd Street, Kaukauna, WI 54130

Electronically remit materials Attn: Lily Paul to: lpaul@kaukauna-wi.org