

VILLAGE OF JOHNSON CREEK

125 Depot Street, P.O. Box 238, Johnson Creek, WI 53038 (920-699-2296)

Site Plan Application

Site Plan Application Required per Village Code - Chapter 250-127

The Plan Commission meets on the second Monday of the month at 5:00 p.m. The following information and documentation is required to be submitted to the Village Administrator prior to noon on the Monday two weeks prior to Plan Commission consideration. Please include the following information with your completed Site Plan Application.

- One hard copy and one electronic copy of the site plan (11" X 17"), completed application and agreement for Reimbursable Services along with plans emailed to:
villageadministrator@vi.johnsoncreek.wi.gov
- Application Fee \$500.00 for original submittal or \$300.00 for resubmittal/amendment
- Reimbursable Services Deposit \$1,000.00 (see Agreement for Reimbursable Costs) for original submittal or \$500.00 for resubmittal/amendment
- Provide any additional information as required by the Building Inspector, Plan Commission or Village Board.

Please type this information if possible.

NAME OF PROJECT (Include Parcel Number)	
Owner's Name	
Owner's Address	
Owner's Phone #	Fax #
E-mail address:	
Developer's Name	
Developer's Address	
Developer's Phone	
Developer's Fax #	
Ordinance Number Permitting your use	
Present Zoning Classification	
Date of Plan Submittal	

Signature of Petitioner

Signature of Owner

Date of Signature

Date of Signature

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Agreement for Reimbursable Services Petitioner/Applicant/Property Owner

In accordance with Village Code - Chapter 250-138 the Village may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in its review of a proposal coming before the Plan Commission. The Village reserves the right to apply the charges for these services as well as for staff time expended in the administration, investigation and processing of applications to the Petitioner.

The Petitioner is required to provide the Village with an executed copy of this agreement as a prerequisite to the processing of the development application. The submittal of a development proposal application or petition shall be construed as an agreement to pay for such professional review services applicable to the proposal. The Village may delay acceptance of the application or petition as complete, or may delay final approval of the proposal, until such fees are paid by the Petitioner. The Property Owner acknowledges that review fees which are applied to a Petitioner, but which are not paid by such Petitioner, may be charged by the Village as an assessment against the subject property for current services provided the property.

Note: Consultant services (e.g. engineering, planning, surveying, legal, etc.) and Village administrative time are charged in addition to the normal costs payable by the Applicant/Petitioner/Property Owner (e.g. application filing fees, permit fees, publication expenses, recording fees, impact fees, etc.)

(Project Name/Nature of Application)

(Property Tax Key Numbers Involved in Project)

(Signature of Applicant/Petitioner)

(Date)

(Signature of Property Owner)

(Date)

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Procedural Checklist for Site Plan Application

This form is designed to be used by the Applicant as a guide to submitting a complete application for a site plan review *and* by the Village to process said application.

I. Application Submittal Packet Requirements for Applicants Use

Submittal of one complete hard copy and one complete electronic copy of application materials as certified by the Zoning Administrator.

Submittal of applications as certified.

Date: _____ By: _____

- ↓ ↓
- ☐ ☐ (a) **A written description of the intended use describing in reasonable detail the following:**
 - ☐ Existing zoning district(s) (and proposed zoning district(s) if different).
 - ☐ Land use plan map designation(s).
 - ☐ Current land uses present on the subject property.
 - ☐ Proposed land uses for the subject property (per Village Zoning Code- Chapter 250-35 through 250-44).
 - ☐ Projected number of residents, employees, and daily customers.
 - ☐ Proposed amount of dwelling units, floor area, impervious surface area, and landscape surface area, and resulting site density, floor area ratio, impervious surface area ratio, and landscape surface area ratio.
 - ☐ Operational considerations relating to hours of operation, projected normal and peak water usage, sanitary sewer or septic loadings, and traffic generation.
 - ☐ Operational considerations relating to potential nuisance creation pertaining to noncompliance with the performance standards addressed in Article VII (Village Zoning Code - Chapter 250-701 through 721) including: street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage, and hazardous materials.
 - ☐ If no nuisances will be created (as indicated by complete and continuous compliance with the provisions of Article VII), then include the statement "The proposed development shall comply with all requirements of Article VII".
 - ☐ Exterior building and fencing materials (Village Zoning Code - Chapter 250-101 and 250-103).
 - ☐ Possible future expansion and related implications for points above.
 - ☐ Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties.
 - ☐ ☐ (b) **A Small Location Map at 11" x 17" showing the subject property, all properties within 300 feet, and illustrating its relationship to the nearest street intersection. (A photocopy of the pertinent section of the Village's Official Zoning Map with the subject property clearly indicated shall suffice to meet this requirement.)**
 - ☐ ☐ (c) **A Property Site Plan drawing which includes the following:**
 - ☐ A title block which indicates the name, address and phone/fax number(s) of the current property owner and/or agent(s) (developer, architect, engineer, planner) for project.
 - ☐ The date of the original plan and the latest date of revision to the plan.
 - ☐ A north arrow and a graphic scale (not smaller than one inch equals 100 feet).

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- ☐ A reduction of the drawing at 11" x 17".
- ☐ A legal description of the subject property.
- ☐ All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled.
- ☐ All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose.
- ☐ All required building setback lines.
- ☐ All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls.
- ☐ The location and dimension (cross-section and entry throat) of all access points onto public streets.
- ☐ The location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by Village Code.
- ☐ The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas.
- ☐ The location of all outdoor storage areas and the design of all screening devices.
- ☐ The location, type, height, size and lighting of all signage on the subject property.
- ☐ The location, height, design/type, illumination power and orientation of all exterior lighting on the subject property—including the clear demonstration of compliance with Village Code - Chapter 250-707.
- ☐ The location and type of any permanently protected green space areas.
- ☐ The location of existing and proposed drainage facilities.
- ☐ In the legend, data for the subject property on the following
 - a. Lot Area
 - b. Floor Area
 - c. Floor Area Ratio (b/a)
 - d. Impervious Surface Area
 - e. Impervious Surface Ratio (d/a)
 - f. Building height
- ☐ ☐ (d) **A Detailed Landscaping Plan of the subject property:**
 - ☐ Scale same as main plan (> or equal to 1" equals 100').
 - ☐ Map reduction at 11" x 17".
 - ☐ Showing the location of all required bufferyard and landscaping areas.
 - ☐ Showing existing and proposed Landscape Point fencing.
 - ☐ Showing berm options for meeting said requirements.
 - ☐ Demonstrating complete compliance with the requirements of Article VI.
 - ☐ Providing individual plant locations and species, fencing types and heights, and berm heights.
- ☐ ☐ (e) **A Grading and Erosion Control Plan:**
 - ☐ Scale same as main plan (> or equal to 1" equals 100').
 - ☐ Map reduction at 11" x 17"
 - ☐ Showing existing and proposed grades including retention walls and related devices, and erosion control measures.
- ☐ ☐ (f) **Elevation Drawings of proposed buildings or remodeling of existing buildings:**
 - ☐ Showing finished exterior treatment.

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- ❑ With adequate labels provided to clearly depict exterior materials, texture, color and overall appearance.
- ❑ Perspective renderings of the proposed project and/or photos of similar structures may be submitted, but not in lieu of adequate drawings showing the actual intended appearance of the buildings.

NOTE: Initiation of Land Use or Development Activity: Absolutely no land use or development activity, including site clearing, grubbing, or grading shall occur on the subject property prior to the approval of the required site plan. Any such activity prior to such approval shall be a violation of law and shall be subject to all applicable enforcement mechanisms and penalties.

NOTE: Modification of an Approved Site Plan: Any and all variation between development and/or land use activity on the subject property and the approved site plan is a violation of law. An approved site plan shall be revised and approved via the procedures of Subsections 250-908(2) and (4) so as to clearly and completely depict any and all proposed modifications to the previously approved site plan, prior to the initiation of said modifications.

Site Plan shall include the following information:

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Please check column if included

Site plan drawn to a recognized engineering scale.	
Existing and proposed topography.	
The characteristics of soils related to contemplated specific uses.	
Total number of parking spaces noted.	
Driveway widths and total number of parking spaces including size of stalls.	
The type, size, and location of all structures with all buildings dimensions shown.	
Indicate height of building(s).	
A drawing depicting size, height, type, and location of all signage including the lighting.	
Existing and proposed street names indicated including location and dimension (cross-section & entry throat) of all access points onto public streets.	
Indicate existing and proposed public rights-of-way and widths.	
Display <i>North Arrow</i> on plans.	
Locate existing and general location of proposed sanitary sewers, storm sewers, and water mains.	
Locate any proposed storm water management facilities, including detention/retention areas. Include storm water calculations.	
Projected normal and peak water usage and sanitary sewer usage. Impact fees are based on the average daily usage.	
Locate existing trees. Note location, extent, and type of proposed plantings.	
Note location of pedestrian sidewalks and walkways.	
A graphic outline of any development staging that is planned should be shown on the site plan.	
Architectural plans, elevations and perspective drawing and sketches illustrating design, character of proposed structures, exterior materials and colors. Include outdoor storage, service areas, and a description of screening devices (fencing materials).	
The proposed use of the property, hours of operation, the type of licenses or permits required from any federal, state or local agency or governmental unit, the projected number of employees and daily customers, and traffic generation.	
Note the type and location of proposed lighting (including lighting isometric diagram).	
Landscaping plan including point calculations	
Erosion control plan	
Noise – Explain any noise that does not comply with Village Code - Chapter 21.0904 (c) (1).	
List any proposed departures from the standards of development as set forth in the Village zoning regulations, other Village regulations or administrative rules, or other universal guidelines.	

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Office Use

Permit No. _____

Date: _____

Parcel No: _____

Zoning _____

SIGN PERMIT

(Zoning Code - Chapter 250-11)

Village of Johnson Creek

125 Depot Street, P.O. Box 238, Johnson Creek, WI 53038

Email: info@johnsoncreekwi.org Web: johnsoncreek-wi.us

920-699-2296 Phone 920-699-2292 Fax

Address _____

Owner _____

Business Name _____

Business Mailing Address _____

Phone No _____ Fax No _____

Email Address _____

Sign Erector _____ Phone No _____

Sign Erector's Address _____

The undersigned hereby agrees that all work shall be done in accordance with this application, all ordinances of the Village of Johnson Creek (250-807) and all laws and order of the State of Wisconsin.

Type of Sign _____ Value of Sign \$ _____

Sign Information:		Setback Information:	(from Property Lines)
Overall Height		Front:	
Area (Square feet)		Rear:	
Number of faces:		Side:	

SUBMITTAL REQUIREMENTS

- **Attach site plan for ground signs or site plan & building elevations(s) for wall sign(s)**

A site plan showing the setbacks from the property lines, buildings, existing & proposed site improvements, including but not limited to parking areas, driveways, sidewalks, buildings, green area, landscaping and other signs; and the proposed location of the sign must be attached to this application. If sign requires Plan Commission review, you will be contacted with further instructions.

- **Colored rendering of each sign.**

Showing the dimensions and text of each sign.

Note: Signage cannot be located in public right-of-way, required green space, parking stalls/aisles or in a vision triangle.

- **Fee payment (\$2.50 per square foot) ***

*** Failure to obtain permit prior to commencement of work will result in a fee of double the permit fee.**

I verify that the information submitted is accurate to the best of my knowledge.

Applicant's Signature _____ Date: _____

For Office Use Only:

Number of signs _____ Sign area (sq. ft) _____ x \$2.50/sq. ft.: \$ _____

Fee Received: \$ _____ Date: _____ By: _____

Sign 01-435.200

Approved: Yes _____ No _____ Date: _____ By: _____

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VISION TRIANGLE ORDINANCE DIAGRAM

