



SITE PLAN REVIEW APPLICATION

(This review does not include utilities and storm water)

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

Site Plan Review Checklist:

- Include all items applicable and requested on the checklist

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

Description of Proposed Development:

If you have any questions, please contact the Zoning Department at 608-374-7429.

Property Address:	Parcel Number:
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Applicant:	Mailing Address:	City, State, Zip:
Phone Number:	Email:	Primary Contact

Business: Owner/Contact:	Mailing Address:	City, State, Zip:
Phone Number:	Email:	Primary Contact

Property Owner:	Mailing Address:	City, State, Zip:
Phone Number:	Email:	Primary Contact

The undersigned hereby makes application at the location stated herein. The undersigned agrees that all work shall be done in accordance with the requirements of the City of Tomah 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 Received:	Application Received by:
Zoning District:		



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 to be considered a complete application for Site Plan Review. Check appropriate boxes to indicate completion of the corresponding requirement.

Please provide the following with the site plan application submittal: 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. Also, describe any land divisions that need to occur.
Attached
3. 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. Survey completed on the property.
 - D. The location and dimensions of all site property lines and existing/proposed structures. (Existing structures legal conforming status?)
 - E. Show North Arrow, scale of drawing, Bench Mark location and elevation to NGS (if required).
 - F. Label all building front, rear, and side yard setbacks of the new development to adjacent property lines.
 - G. Lot dimensions, frontage, area in conformance.
 - H. Building height.
 - I. 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.
 - J. Identify existing and proposed street improvements including streets, alleys, curbs, sidewalks, and trails. Identify connections to existing/proposed sidewalks and trails.
 - K. Show existing and proposed driveways (ingress/egress), parking spaces (ADA), 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. 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.
 - L. Location and type of outside lighting.
 - M. Screening of dumpsters
 - N. Outside storage of materials or equipment

APPLICANT: Site Plan Review Data Checklist	Submitted	N/A
Cover/Title Page:		
Name and address of applicant and property owner		
Address and common description of property and complete legal description		
Dimensions of land and total acreage		
Description of proposed project or use, type of building or structures, and name of proposed development, if applicable		
Name and address of firm or individual who prepared the site plan		
Site and Zoning Data:		
Show North arrow, scaled drawing, Bench Mark location and elevation to NGS (if required)		
Existing lot lines, building lines, structures, parking areas, and other improvements on the site and within 100 feet of the site		
Proposed lot lines, lot dimensions, property lines setback dimensions, structures, and other improvements to the site		
Label all building front, rear, and side yard setbacks of new development to adjacent property lines		
All existing and proposed easements		
Lot coverage, lot dimensions, frontage, area in conformance		
Finished graded surface (<i>shall be dust free</i>)		
Natural Features:		
Wetlands	Floodplain	
Access and Circulation:		
Dimensions, curve radii, and centerlines of existing and proposed access points, roads, and road rights-of-way or access easements		
Location of proposed roads, driveways (ingress/egress), sidewalks, handicap ramp widths, and interior parking islands		
Calculations for required number of parking and loading spaces, location, and layout (ADA compliant)		
Dimensions of parking spaces, islands, circulation aisles, and loading zones		
Identify existing and proposed street improvements including streets, alleys, curbs, sidewalks, and trails		
Building, Structure, and Miscellaneous Site Information:		
Location, height, and outside dimensions of all buildings and structures		
Utilizing a crane during build process <input type="checkbox"/> YES <input type="checkbox"/> NO		
Building floor plans and total floor area		
Details on accessory structures and any screening		
Location of exterior lighting (site and building lighting)		
Lighting details: Sec. 52-208(3) Exposed sources of light shall be shielded so as not to be visible outside their premises.		
Screens and buffers: Sec. 52-207: Required buffer strips in industrial districts and property zoned business (North of Jefferson, East of Grain Ave, South of View St, West of Hugh Dickie Dr, and other similar areas) abuts a residential district.		
Location of trash receptacle(s) and transformer pad(s) and method of screening		
Location of outdoor storage materials/equipment		