



City of Menasha Application

SUBMIT TO:
City of Menasha
Dept. of Com. Development
100 Main Street, Suite 200
Menasha, WI 54952-3190
PHONE: (920) 967-3650

- Special Use Permit**
- Planned Unit Development**

APPLICANT INFORMATION

Petitioner: _____ Date: _____

Petitioner's Address: _____ City: _____ State: _____ Zip: _____

Telephone #: () _____ Fax: () _____ Other Contact # or Email: _____

Status of Petitioner (Please Circle): Owner Representative Tenant Prospective Buyer

Petitioner's Signature (required): _____ Date: _____

OWNER INFORMATION

Owner(s): _____ Date: _____

Owner(s) Address: _____ City: _____ State: _____ Zip: _____

Telephone #: () _____ Fax: () _____ Other Contact # or Email: _____

Ownership Status (Please Circle): Individual Trust Partnership Corporation

Property Owner Consent: (required)

By signature hereon, I/We acknowledge that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect or gather other information necessary to process this application. I also understand that all meeting dates are tentative and may be postponed by the Community Development Dept. for incomplete submissions or other administrative reasons.

Property Owner's Signature: _____ Date: _____

SITE INFORMATION

Address/Location of Proposed Project: _____ **Parcel Number(s):** _____

Purpose Project Type: _____

Current Use of Property _____

Describe proposed development and/or proposed land use: _____

Proposed time schedule for development and/or use of the property: _____

Zoning & Land Use North: _____

Adjacent to the Site: South: _____

East: _____

West: _____

Staff _____ Date Rec'd _____

SUBMITTAL REQUIREMENTS – Must accompany the application to be complete.

A **NARRATIVE** of the proposed Planned Unit Development including:

- Existing and proposed use of the property
- Identification of all structures (buildings, paving, etc.) on the property and discussion of their relation to the project
- Projected number of residents, employees, and/or daily customers
- Proposed amount of dwelling units, floor area, landscape area, and parking area expressed in square feet and acreage to the nearest one-hundredth of an acre
- Effects on adjoining properties to include: noise, hours of operation, glare, odor, fumes, vibration, etc.
- Compatibility of the proposed use with adjacent and other properties in the area.
- Traffic generation (anticipated number of customers, deliveries, employee shift changes, etc.)
- Any other pertinent information to properly understand the intended use/plan and its relation to nearby properties and the community as a whole

A complete **SITE PLAN** and **BUILDING ELEVATIONS** must include:

- Two (2) full size (minimum 24" x 36") scaled and dimensioned prints of site plan and building elevations and two (2) 8 1/2" x 11 (minimum) to 11" x 17" (maximum) reduction of the site plan and building elevations
- One digital copy of the site plan and building elevations and drawings of the project in AutoCAD and/or .pdf format.
- Title block that provides all contact information for the petitioner and/or owner and contact information of petitioner's engineers/surveyors/architects, or other design professionals used in the preparation of the plans
- The date of the original plan and revision dates, if applicable
- A north arrow and graphic scale.
- All property lines and existing and proposed right-of-way lines with dimensions clearly labeled
- All required setback and offset lines
- All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, signs, decks, patios, fences, walls, etc. including all outdoor storage and refuse disposal areas.
- Location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including summary of the number of parking stalls provided.
- Location, height, design of all signage proposed on-site including freestanding and wall signage.
- Location, height, design, illumination power and orientation of all exterior lighting including a photometric plan.
- Location of all exterior mechanical equipment and utilities and elevations of proposed screening devices where applicable

Fee of \$350.00 is due at time of application, payable to the City of Menasha.

FEE IS NON-REFUNDABLE

For more information please contact the Community Development Department at (920) 967-3650

SUMMARY OF PLANNED UNIT DEVELOPMENT/SPECIAL USE PERMIT REVIEW PROCESS

The City of Menasha Plan Commission and City Council act on all Planned Unit Development requests. The petitioner or owner should be present at both the Plan Commission and City Council meetings to discuss and answer possible questions regarding the request.

Neighborhood opinion is an important factor in the decision-making process. For complex or controversial proposals, it is recommended that the petitioner conduct a neighborhood meeting to solicit public input prior to action by the Plan Commission and City Council. Community Development staff is available to offer assistance in compiling a mailing list for a neighborhood meeting. Please note that a meeting notice will be mailed to property owners within 100 feet of the subject property regarding your request.

The application package is reviewed by Community Development staff to determine conformance with adopted city plans, planning policy, zoning requirements and development standards. A staff recommendation is prepared for consideration by the Plan Commission and City Council. The petitioner will be provided with a copy of the staff memorandum and meeting notice several days prior to the Plan Commission meeting. No notice is sent to the petitioner or owner regarding the City Council's consideration of the request. Petitioners and owners are encouraged to contact Community Development staff to find out when the request will be sent to the City Council for review.

The Plan Commission's decision is advisory only. The City Council will make the final decision regarding all Planned Unit Development requests. The Plan Commission may lay over requests to subsequent meetings if incomplete information is provided or additional questions or concerns are raised at their meeting(s).

After the Plan Commission makes its recommendation, the request will be forwarded to the City Council for consideration. This generally occurs two-three weeks after the Plan Commission meeting depending on the date the Council meeting is scheduled (the Council meets on the 1st and 3rd Monday of every month). .

If Council approves the Planned Unit Development, the Ordinance is published in the newspaper. City administrative offices are notified of the effective date of the Ordinance and will make changes to the official zoning map accordingly.