



City of Menasha Application

Parking Lot Review

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

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): _____

Purposed 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: _____

SUBMITTAL REQUIREMENTS - Must accompany the application to be complete.

Staff _____ Date Rec'd _____

A complete ***PARKING LOT PLAN*** must include:

- Two (2) scaled and dimensioned prints of parking lot plan
- One (1) digital copy of the parking lot plan in .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
- A north arrow and graphic scale
- All property lines and existing and proposed right-of-way lines with dimensions clearly labeled
- 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. The location and dimensions of all driveway access points
- The distances between driveways and any lot lines or street intersections
- The direction of internal traffic flow
- The location of landscaped areas and islands
- The location of all required setbacks and offset lines
- The location of all new and existing luminaires and point-to-point photometric plan
- Drainage, Erosion Control and Stormwater Management information if required

**A review fee of \$75 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