



City of Menasha Application

Site Plan 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 Adjacent to the Site: North: _____

South: _____

East: _____

West: _____

SUBMITTAL REQUIREMENTS - Must accompany the application to be complete.

Staff _____ Date Rec'd _____

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

- One (1) full size (24" x 36") scaled and dimensioned prints of site plan and building elevations and Fifteen (15) reduced scaled (11" x 17") reduction of the site plan and building elevations
- One (1) 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

**A review fee based on the schedule below is due at time of application, payable to the City of Menasha.
FEE IS NON-REFUNDABLE**

Developed Area* Ratio Fee Schedule:

<.21	\$5/10,000ft ² of site area
.21 - .40	\$10/10,000ft ² of site area
.41 - .60	\$15/10,000ft ² of site area
.61 - .80	\$20/10,000ft ² of site area
>.80	\$25/10,000ft ² of site area

The minimum fee is \$150 and the maximum fee is \$650. The fee for a site plan amendment is \$100.

*The developed area ratio is the area occupied by structures and parking (the developed area) divided by the total area of the site.

Two examples of calculating the site plan review fee are listed below.

Blue Jay Company proposes to build a 60,000ft² building on an undeveloped two-acre site (87,120ft²). The developed area ratio is calculated at $\frac{60000ft^2}{87150ft^2} = .688$ development area ratio. The fee for a .688 development area ratio is a set at \$20/10,000ft² of site area. Therefore, the fee for Blue Jay Company's project would be **\$174.30**.

Waterway Incorporated proposes to build a 10,000ft² building and a 5,000ft² parking lot on an undeveloped one-acre site (43,560ft²). The developed area ratio is calculated at $\frac{15000ft^2}{43560ft^2} = .344$ development area ratio. The fee for a .344 development area ratio is a set at \$10/10,000ft² of site area. The fee for the project would be less than the minimum fee. Therefore, the fee for Waterway Incorporated's project would be set at **\$150**.

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

SUMMARY OF SITE PLAN REVIEW PROCESS

The City of Menasha Plan Commission has jurisdiction over all site plan reviews. The petitioner or owner should be present at the Plan Commission meeting to discuss and answer possible questions regarding the site plan review request.

When submitted, the site plan 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. The petitioner will be provided with a copy of the staff memorandum and meeting notice prior to the Plan Commission meeting.

The Plan Commission's decision is final and may be conditioned on submitting updated plans that meet zoning requirements. 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 decision, Community Development staff will follow-up with the applicant if there are any conditions of approval or if the site plan is denied. If approved, the applicant must enter into a Site Improvement Agreement, a Stormwater Management Agreement, and place money into escrow or provide a letter of credit for the cost of the proposed improvements.