

FEE : \_\_\_\_\_

VILLAGE OF NEW GLARUS  
APPLICATION FOR SITE PLAN APPROVAL

TODAY'S DATE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

DESCRIPTION OF SITE BY LOT, BLOCK AND RECORDED SUBDIVISION OR  
BY METES & BOUNDS: \_\_\_\_\_

TYPE OF STRUCTURE: Current: \_\_\_\_\_

Proposed: \_\_\_\_\_

PROPOSED OPERATION OR USE OF THE STRUCTURE OR SITE: \_\_\_\_\_

AND NUMBER OF EMPLOYEES: \_\_\_\_\_

PRESENT ZONING OF SITE: \_\_\_\_\_

**NOTICE TO APPLICANT:**

ATTACH A DRAWING SHOWING ALL OF THE INFORMATION REQUIRED  
FOR A BUILDING PERMIT AND EXISTING AND PROPOSED LANDSCAPING.

APPEALS. DENIALS OF BUILDING PERMITS CONTINGENT UPON SITE  
PLAN APPROVAL MAY BE APPEALED TO THE ZONING BOARD OF  
APPEALS BY FILING A NOTICE OF APPEAL WITH THE VILLAGE CLERK-  
TREASURER WITHIN 10 DAYS OF THE DENIAL.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Owner Signature if different

PRESENTED TO BUILDING INSPECTOR: \_\_\_\_\_

REFERRED TO PLAN COMMISSION: \_\_\_\_\_

PLAN COMMISSION REVIEW: \_\_\_\_\_

DETERMINATION:      APPROVE              DENY      DATE: \_\_\_\_\_

\_\_\_\_\_  
Village Plan Commission Chairman

REFERRED TO VILLAGE BOARD: \_\_\_\_\_

DETERMINATION:      REVERSE              AFFIRM              ALTERED

DATE: \_\_\_\_\_

IF ALTERED, HOW ALTERED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Village President

# SITE REVIEW APPLICATION GUIDELINE

1/2002

YES	NO	N/A	
_____	_____	_____	A certified survey that meets the requirements of the Municipal code shall accompany the application
_____	_____	_____	Sewer and water plans and underground electric and telephone service location be submitted for Public Works review
_____	_____	_____	Maximum number of employees, customers and office vehicles that would be at the facility at any one time. ( To determine off street parking requirements.)
_____	_____	_____	Existing zoning district designation identified on plan.
_____	_____	_____	Intended land use of parcel(s)
_____	_____	_____	Surrounding land use and zoning, shown by contiguous drawing
_____	_____	_____	Applicable zoning regulations been discussed with Building Inspector and necessary instruments been initiated, filed, applied for.
_____	_____	_____	Are streets which are nearby adequate to handle additional traffic flow
_____	_____	_____	Is the proposed parcel(s) near collector or arterial roads
_____	_____	_____	Is Department of Transportation Approval needed to service this parcel(s)
_____	_____	_____	Is the parcel(s) large enough to accommodate required off-street parking
_____	_____	_____	Are the physical characteristics of the site (soil, topography, vegetation) suitable to permit the proposed development without causing drainage, erosion or other problem
_____	_____	_____	Is the use consistent with the Village of New Glarus Master Plan and zoning district
_____	_____	_____	Does this request require review by the Historical Preservation Committee or Design Review Committee
_____	_____	_____	SITE PLAN: that includes all of the following information, where applicable:
_____	_____	_____	Location plan/sketch, exterior, 10 copies (building foot print)
_____	_____	_____	Dwelling unit information (over 2 dwelling units), if residential, showing; * total number of buildings and units in each building * distribution by number of bedrooms
_____	_____	_____	Lot area information showing total lot area
_____	_____	_____	Wetland delineation
_____	_____	_____	Flood plain delineation
_____	_____	_____	Roads, traffic and access - future road improvement plans
_____	_____	_____	First floor grade of proposed building
_____	_____	_____	Elevations on pavement and top of curb
_____	_____	_____	Layout and number of parking spaces and type of surface
_____	_____	_____	Landscaping and type of lawn restoration (submittal of a landscape plan)
_____	_____	_____	Sediment and erosion control measures
_____	_____	_____	Storm water management
_____	_____	_____	Have property owners within 100' been notified of proposed project

## C. Site plan approval.

- (1) All applications for building permits for any construction, reconstruction, expansion or conversion, except for one- and two-family residences in residentially zoned districts shall require site plan approval by the Plan Commission in accordance with the requirements of this section. The applicant shall submit a site plan and sufficient plans and specifications of proposed buildings, machinery and operations to enable the Plan Commission or its expert consultants to determine whether the proposed application meets all the requirements applicable thereto in this chapter.
- (2) Administration. The Building Inspector shall make a preliminary review of the application and plans and refer them along with a report of his/her findings to the Plan Commission. The Plan Commission shall review the application and may refer the application and plans to one or more expert consultants selected by the Village Board to advise whether the application and plans meet all the requirements applicable thereto in this chapter. Within 30 days of its receipt of the application, the Village Board shall authorize the Building Inspector to issue or refuse a building permit.
- (3) Requirements. In acting on any site plan, the Plan Commission shall consider the following:
  - (a) The appropriateness of the site plan and buildings in relation to the physical character of the site and the usage of adjoining land areas.
  - (b) The layout of the site with regard to entrances and exits to public streets, the arrangement and improvement of interior roadways, and the location, adequacy and improvement of areas for parking and for loading and unloading and shall, in this connection, satisfy itself that the traffic pattern generated by the proposed construction or use shall be developed in a manner consistent with the safety of residents and the community, and the applicant shall so design the construction or use as to minimize any traffic hazard created thereby.
  - (c) The adequacy of the proposed water supply, drainage facilities and sanitary and waste disposal.
  - (d) The landscaping and appearance of the completed site. The Plan Commission shall require that those portions of all front, rear and side yards not used for off-street parking shall be attractively planted with trees, shrubs, plants or grass lawns and that the site be effectively screened so as not to impair the value of adjacent properties nor impair the intent of purposes of this chapter.
- (4) Effect on municipal services. Before granting any site approval, the Plan Commission may, besides obtaining advice from consultants, secure such advice as may be deemed necessary from the Building Inspector or other municipal officials, with special attention to the effect of such approval upon existing municipal services and utilities. Should

additional facilities be needed, the Plan Commission shall not issue the final approval until the Village has entered into an agreement with the applicant regarding the development of such facilities.

- (5) Appeals. Denials of building permits contingent upon site plan approval may be appealed to the Zoning Board of Appeals by filing a notice of appeal with the Village Clerk-Treasurer within 10 days of the denial.