



Site Plan Review Application

Project Location: _____ Date: _____
Submitted by: _____

Instructions:

1) Architect, engineer or contractor is to complete all applicable sections; please include written responses, only completed applications will be considered

“See plan” is not a written response

2) Applications are to be submitted to the Building Inspector or Zoning Administrator with **\$300.00** review fee.

Application Process

- 1) **Staff Consult Required**- preliminary plan submittal. Staff will assess for completed application and conduct a review for compliance with Chapter 243. Two sets full size of plans electronic copy to accompany the application. Fee must be paid prior to review.
- 2.) **Schedule Plan Commission Meeting**, meeting date will be set after staff consult is completed, submit 12 sets of plans (11 x 17) and application form 10 days prior to meeting date. Plan Commission will make a recommendation to the Village Board to accept, accept with modifications or deny the plan.
- 2) **Village Board** (Meets the 1st Monday of the month.)
- 3) The review process may take 60 days or more from the date of submission.

Please direct questions to the Building Inspector, Zoning Administrator or Public Works Director. A complete copy of the Site Plan Design and Review ordinance is available via electronic media or a printed copy may be purchased at the Village of Denmark Offices. Review the ordinance carefully.

The Village of Denmark will invoice applicant for any and all engineering reviews conducted by Village consultants for storm water management, traffic study and utilities etc. at cost plus 2 % of invoice

The attached application (2 pages) is for committee use and summary purposes. Please attach any additional documentation and drawings as needed.

Village of Denmark
P.O. Box 310
Denmark, WI 54208 Phone: (920)863-6400 Fax: (920)863-5169



SITE PLAN REVIEW APPLICATION

Site plan Review Ordinance Chapter 243 of the Village Of Denmark Municipal Code

Date of Application: _____ **Name of project** _____
Project Address: _____ **Parcel Number:** _____
Owner: _____
Address: _____ **Phone:** _____

Architect/Engineer _____
Address: _____
Phone: _____ **Cell Phone:** _____
E-mail address: _____

Site/Setbacks: Indicate north on plans. Submit existing site plan and proposed site plan
Front: _____ **Rear:** _____
Side: _____ **Side:** _____
Square feet of lot: _____ **Percent green space:** _____
Building Size (total square feet): _____
Describe project, include, proposed land uses and construction time schedule.

243.6 **Criteria for Review** (Ordinance review criteria is attached review carefully) - Landscaping Plans must show a minimum of 25 feet beyond proposed site. Indicate floodplain, drainage pathways, ponds, etc. 2 foot elevation increments are to be used for site plan. Describe screening provided for adjacent properties and landscaping. A minimum of 10% of the gross lot area must be landscaped and/or open space areas. A minimum 10 foot vegetative buffering or opaque fencing shall be adjacent to any R-1, R-2, or R-3 zoned lots. Plastic or wooden slats through cyclone fencing shall not be deemed sufficient. Describe-

Parking: 243.6 D Minimum parking space size, 10 feet X 20 feet, all parking areas are to be paved. Landscaped islands, trellises, raised sidewalks or similar techniques are to be employed to break up the expanse of a parking lot and provide safe pedestrian access. One tree for every 8 parking spaces shall be provided.

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Number of spaces provided: _____

Exterior of building-- material, Color, (Submit samples of exterior materials)

Buildings shall have an articulated front façade and/or varied rooflines in the B-1, B-2, and I-1 Districts; Building facade materials are to be aesthetically compatible with neighboring facades. A minimum of 50% of each such façade that faces a street shall be finished with brick, colored split face concrete masonry, or natural stone. No metal-faced buildings (except for aluminum siding which has the appearance of wood) are allowed in the B-1, B-2, and I-1 districts; multi-family housing and boarding or lodging houses in the R-3 District; or on non-residential buildings in the R-1, R-2, R-3, and RD Districts. **NOTE:** All mechanical equipment including rooftop units are to be screened from ground level view. Please note location of such equipment.

Ingress & Egress: Indicate location of driveways and interior circulation for vehicles on plans. Curb Cut-- Yes No Number of driveways: _____

NOTE: DOT approval is required for projects on state highway and Brown County approval for projects on county highways. Please provide documentation.

Lighting: 243.6 F. Exterior lighting is to be contained on the lot to the extent practicable. Include lighting plan and photo/description of proposed lighting poles and luminaires.

Type: _____ Size: _____

Location: _____

Number: _____ Light spread beyond site _____

Utilities: Sewer and Water connection on site? Yes No Street Cut required: Yes No

Indicate all easements, locations of all utilities, fiber optics, gas, telephone, fire hydrants, etc.

Signs: Location, number, materials, lighted or not lighted

Outdoor Storage-Refuse collection areas, Indicate location and screening for refuse collection area(s) and other outdoor storage

Signature of applicant/Owner

Applicant agrees to the terms and conditions of the application.

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243-4 Application requirements.

A. Fees. The developer shall submit to the Village all fees based upon the fee schedule adopted by the Village of Denmark Board. Fees shall be submitted at the time of first application to the Village to assist in defraying the costs of necessary inspections and review of the site plan.

B. Site plan requirements. A site plan submitted to the Village of Denmark for review shall contain the following information, as applicable:

- (1) Name of project/development.
- (2) Location of project/development by street address and/or tax parcel number.
- (3) Name and mailing address of developer/owner.
 - (4) Name and mailing address of engineer/architect.
 - (5) North arrow.
- (6) Scale.
- (7) Boundary lines of property, with dimensions.
- (8) Two-foot contours on the subject property and extending from the subject property a minimum distance of 25 feet in all directions.
- (9) Location, identification, and dimensions of existing and proposed:
 - (a) Topographic contours at a minimum interval of two feet.
 - (b) Adjacent streets and street rights-of-way.
 - (c) Private streets and public street rights-of-way.
 - (d) Utility and any other easements, including but not limited to:
 - [1] Electric.
 - [2] Natural gas.
 - [3] Propane.
 - [4] Telephone.
 - [5] Water.
 - [6] Sewer (sanitary and storm).
 - [7] Fiber optic lines.
 - [8] Ingress/egress.
 - (e) All existing and proposed buildings and structures (including numbers of units within each proposed building and/or structure).
 - (f) Parking facilities.
 - (g) Water bodies, wetlands, and floodplains.
 - (h) Storm water ponds, drainage ditches, and drainage patterns.
 - (i) Sidewalks and walkways.
 - (j) Bicycle facilities.

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- (k) Driveway access locations.
- (l) Off-street loading areas and docks.
- (m) Fences and retaining walls.
- (n) All exterior signs.
- (o) Exterior refuse collection areas.
- (p) Exterior lighting.
- (q) Traffic flow on and off site.
- (r) Site statistics, including:
 - [1] Site square footage.
 - [2] Percent site coverage.
 - [3] Percent open space.
 - [4] Floor area ratio.
- (s) Location and dimensions of proposed outdoor display areas.
- (t) Color architectural renderings of the proposed structures, buildings, and signage, including:
 - [1] All dimensions.
- [2] Gross square footage of existing and proposed buildings and structures.
- [3] Description and samples of all exterior finish materials.
 - (u) Grading and erosion control plans.
 - (v) Landscaping plans
 - (w) A staging plan for any projects involving more than one phase or construction season which sets forth the chronological order of construction and relates to the proposed uses and structures of various service facilities and estimated completion dates.
 - (x) Other information considered pertinent by Village staff, the Plan Commission, and/or the developers.

243.6 Criteria for review.

In reviewing site plan applications, the Plan Commission shall utilize the following criteria as a basis to determine whether the submitted site plan shall be approved, approved with conditions, or denied. The purpose of these criteria is to identify site plan and design features that affect the physical aspect of the Village's environment. These criteria are not intended to restrict imagination, innovation, or variety, but



rather to set minimum standards and assist in focusing on site plan and design principles that can result in creative solutions that will develop satisfactory visual appearance within the Village, preserve taxable values, and promote the public health, safety, and welfare.

- A.** All standards of this chapter and other applicable Village regulations are met.
- B.** Adequate public facilities and utilities are provided.
- C.** Adequate control of storm water and erosion is provided and the disruption of existing topography, drainage patterns and vegetative cover is minimized insofar as is practical.
 - D.** Appropriate traffic control, parking, ingress/egress, and pedestrian ways are provided.
 - (1)** All parking lots and/or driving areas are paved with concrete or asphalt.
 - (2)** Landscaped islands, trellises, raised sidewalks or similar techniques are employed to break up the expanse of a parking lot and provide safe pedestrian access.
 - (3)** Parking lots are located to the side or rear of the building, whenever possible.
- E.** A minimum of 10% of the gross lot area is landscaped and/or open space areas. Storm water management areas may be included in the calculation.
- F.** Exterior lighting is contained on the lot to the extent practicable.
- G.** Outside refuse bins are located behind the principal structure and screened from view by use of solid screening or opaque fencing material. Plastic or wooden slats through cyclone fencing shall not be deemed sufficient.
- H.** A minimum ten-foot vegetative buffering or opaque fencing is provided adjacent to any R-1, R-2, R-3, R-4, R-5, or RD zoned lots. Plastic or wooden slats through cyclone fencing shall not be deemed sufficient.
- I.** The appearance of buildings maintains a consistency of design, materials, colors, and arrangement.
 - (1)** Buildings have an articulated front facade and/or varied rooflines and in the B-1, B-2, B-3, I-1, I-2, and IN Districts, multifamily housing and boarding or lodging houses in the R-4 District, and nonresidential buildings in the R-1, R-2, R-3, R-4, R-5, and RD Districts, large walls contain windows or other treatments to break up the mass.
 - (2)** Building facade materials are aesthetically compatible with neighboring facades. A minimum of 50% of each such facade that faces a street shall be finished with brick, colored split-face concrete masonry, or natural stone. No metal-faced buildings (except for aluminum siding which has the appearance of wood) are

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allowed in the B-1, B-2, and B-3 Districts, on multifamily housing and boarding or lodging houses in the R-4 District, or on nonresidential buildings in the R-1, R-2, R-3, R-4, R-5, and RD Districts. Glass curtain walls may be substituted for brick, colored split-face concrete masonry and/or natural stone. Requests for variations shall be made to the Plan Commission at the time of submittal and review.

(3) Where metal siding is used, it is coated with a colorfast, abrasion- and corrosion-resistant, long life (minimum 20 years) finish that is resistant to chemicals withstands temperature extremes and has a low permeability. Any material utilized to attach the metal siding to the building shall be concealed or the utilization of shadow panels or semi-concealed fastener panels with fasteners painted to match required. The color and texture are to be approved by the Plan Commission.

(4) All mechanical equipment is enclosed or screened. Rooftop equipment is integrated into the design of the structure, enclosed, or screened from ground-level view to the extent practicable.

(5) Loading docks and areas are located on the side or rear of the building(s).

J. Appropriate building orientation is maintained to complement and enhance neighborhood development character.

(1) All buildings shall have their primary facade oriented parallel to the street.

(2) Alternatively, a building may be oriented to another geopolitical feature such as a rear lot line or other specified natural feature provided that a direct pedestrian walkway is provided between the building entrance and the street.

§ 243-12 **Variances.**

When in the judgment of the Plan Commission it would be inappropriate to apply literally a provision of this chapter due to extraordinary hardship, the Plan Commission may waive or vary such provisions so that substantial justice may be done and the public interest secured. Any modification or variance thus granted shall be entered in the minutes of the Plan Commission, setting forth the reasons which justified the modification.

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