

Property Address: _____

Tax Parcel No(s). _____

Site Plan Review Checklist (Last Updated 1/31/12)

Village of West Baraboo

Date: _____

Owner of Property: _____

Applicant Name: _____

Project Name: _____

Required Fee Amount: _____ Paid

1. Site Plan Review Application

- a. Submit Application Package and site plans to Zoning Administrator for initial review and comment.
- b. Each application package shall include the following:
 - i. Name and address of applicant, owner of site, architect, engineer, contractor, etc.
 - ii. Legal description of site, address of site, type of structure, existing and proposed use of the site, number of employees, zoning district of the site.
 - iii. Site plan showing the following:
 - 1. existing and proposed structures
 - 2. areas of cut and fill
 - 3. landscaping
 - 4. existing and proposed easements, streets, sidewalks sanitary sewer, water, storm sewer, and other public ways
 - 5. off street parking, loading areas and driveways
 - 6. exterior lighting
 - 7. existing highway access restrictions
 - 8. existing and proposed setbacks:
 - a. street
 - b. side
 - c. rear yard.
 - 9. Existing and proposed fences
 - 10. Storm water management facilities
 - 11. Elevations in USGS datum
 - 12. Structures and uses within 100 feet outside of the property line
 - iv. Exterior signs and all signs visible from the exterior of the building
 - v. Exterior façade design and colored architectural renderings
 - vi. Color plan and texture plan, including types of materials
 - vii. All information required by other village ordinances, Plan Commission, Zoning Administrator or other departments as required
 - viii. Application Cover Sheet
 - ix. Fee for Application
- c. **NOTE: This checklist is only a guide. Applicant shall reference the Village Ordinance for all requirements for application packages, petition processes, appeals, and reviews.**

2. Submit revised application package based on initial review for staff level review.

3. Submit revised application package based on staff review for Plan Commission review.

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Questions to be asked in Review Process

1. What is the current Zoning District?
2. Proposed use is in accordance with underlying zoning?
 - a. Principal
 - b. Conditional
 - c. Accessory
 - d. Prohibited
3. Where is the property located?
 - a. Flood plain
 - b. Drainage way
 - c. Erosive area
 - d. Adverse soils
4. Traffic Generation and Circulation
 - a. Does not adversely affect existing traffic or pedestrian flow?
 - b. Does not create an unsafe condition?
5. Access conforms to Village Ordinances
 - a. Does not create an unsafe condition
 - i. Driveway location provides good sight distance and vision triangle clearance
 - ii. Does not exacerbate an existing traffic or pedestrian situation
 - iii. Driveway grade is < 5.0%
 - iv. Distance from intersection if located on corner lot
 - b. Driveway width
 - c. Driveway surface material
 - d. Other existing driveways on property
6. Zoning dimensional requirements are met
 - a. Lot Size
 - i. Area
 - ii. Width
 - b. Building(s) fit within setbacks
 - i. Front lot
 1. Ordinance
 2. DOT requirements (if along USH 12, STH 33, or STH 136)
 - ii. Rear lot
 - iii. Side lot
 - c. Height restrictions
7. Conforms to all design and use provisions in the ordinances
 - a. Greenspace and Building coverage of lot
 - b. Buffer Strips
 - c. Fences, Walls, Hedges, Screening
 - d. Landscaping
 - e. Lighting
 - f. Parking
 - i. Each use and parking requirement identified

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- ii. Appropriate buffer areas are provided
- 8. Relationship of proposed to existing structures in vicinity of project
 - a. Safety and convenience of pedestrians
 - b. Safety and convenience of vehicular travel
- 9. Minimize adverse impact on neighboring properties by the following
 - a. Ingress/egress
 - b. Traffic flow
 - c. Storm water drainage
 - d. Erosion
 - e. Grading
 - f. Lighting
 - g. Parking
 - h. Screening, Fencing, and Landscaping
- 10. Conforms with Village requirements for grading, land disturbance, drainage and storm water control, erosion control, and landscaping
- 11. Is dumpster screening provided?
- 12. Land, buildings and structures are readily available to
 - a. Emergency services
 - b. Handicapped
- 13. Site plan is consistent with intent of ordinances for
 - a. Public health, safety and welfare
 - b. Public Utilities
 - i. Where are the proposed sewer and water connections located?
 - ii. Is there adequate sanitary sewer capacity and water pressure?
 - iii. What impacts will the connections have on the public roadway(s)?
 - c. Use of land in accordance with its character and adaptability
 - d. Avoid overcrowding or population
 - e. Lessen congestion on public roads
 - f. Reduce hazards of life and property
 - g. Facilitate community development plans
- 14. Site plan is consistent with goals, objectives, principles, standards, policies and design criteria set forth in the Village's adopted Comprehensive Plan.
- 15. When a site plan modification or addition is reviewed, all existing non-conformities and code violations are identified and remedied.
- 16. All hazards identified in the site plan review process shall be resolved or mitigated as determined by the Plan Commission.