

CITY OF RHINELANDER

Plan Commission



Site Plan Information

This application must be completed in its entirety. The application must accompany all information required for the site plan in order to be considered complete.

Process

At the time of application, you will be asked to:

1. **Complete an application** form, completed checklist and submit a \$100 fee.
2. **Provide detailed plans** and all information required for site plan and commission meeting requirements (if necessary).
3. **Provide a written statement** of verifiable facts and information requested.

Process

1. 5.07.12.10 (3) Review of the application for completeness shall occur within ten days of application submittal, or else the application shall be considered complete. The Zoning Administrator shall notify the applicant of the date and time of the applicable Plan Commission meeting if Commission action is required under subsection (7). Complete applications must be submitted at least 14 days in advance of a Plan Commission meeting to be scheduled for action at such meeting (as opposed to the subsequent meeting), except under exceptional circumstances as determined by the Zoning Administrator.

2. Zoning Administrator shall within 20 days of complete submittal, approve, approve with conditions, or reject the site plan unless forwarded to the Plan Commission for approval. Plan Commission will within 45 days of complete application approve, approve with conditions, or reject the plan.

Plan Commission Action will be required if any of the following are true:

- Applicant desired Commission action instead of Zoning Administrator action.
- Site plan is filed concurrently with a rezoning or conditional use permit
- Site Plan is for a Large Retail and Commercial Service Development as defined in Section 5.07.13.04
- The site and building plan propose public improvements other than driveway connections to public streets and sanitary sewer or water lateral connections to existing public mains, or in the opinion of the Zoning Administrator requires such improvements.

Fifteen (15) copies of completed site plan and all information pertaining to the request will be required if Plan Commission action is needed.

Sunset Clause. The site and building plan approval shall expire in cases where all buildings and other improvements authorized thereunder are not fully developed within two years of approval. In such case, no additional site development shall be permitted on undeveloped portions of the subject property. The designated site and building plan approval authority may extend this period, as requested by the applicant.

Planning Commission Date: _____

Meeting location: Rhinelanders City Hall, 135 S. Stevens Street, Rhinelanders, WI. 54501

CITY OF RHINELANDER

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Site Plan Application

General information

To be completed in its entirety by the applicant. Please provide all information requested; including a site plan and information about existing and proposed buildings; including adjacent properties and building locations.

Pre-application meeting with staff: Prior to submittal of this application, the applicant is strongly encouraged to discuss the proposed project and submittal material with the Inspection Department staff (715-365-8606).

Incomplete applications could result in delay or denial by Zoning Administrator or the Planning Commission.

Date of pre-application meeting: _____ Building Inspector/Zoning Administrator

City Administrator Inspection Department Staff

Date filed _____ \$150 fee paid (payable to *City of Rhinelanders*)

Form of Payment: Check # _____ Cash

	Owner	Applicant/Agent
Name		
Address		
Phone		
Email		

Address Location of the request: _____

Current Property Zoned: _____ Tax parcel number: RH _____

What is your interest in the subject property?

Owner Prospective Owner Renter Representative Other: _____

What is the current use of the property: Vacant Residence (# of units: ____) Business (Comm/Indust)

It is understood that the applicant or representative is required to be present at the scheduled meeting.

I certify that the information I have provided in this application is true and accurate; I acknowledge any statements implied and drawings submitted as fact require supporting evidence.

Signed: _____ Date: _____

Owner Agent Applicant

Print Name: _____

DECISION

Building Inspector: Approved Denied Defer to Plan Commission

The Plan Commission: Approved Denied

Plan Commission Meeting Date: _____

APPLICATION CHECKLIST

- A completed application
- Proposed land use or uses, with projected number of employees, residents, and maximum customer capacity.
- Site Plan showing:**
 - A north arrow and a graphic scale. Said scale shall not be smaller than one inch equals 50 feet; except where the Zoning Administrator allows reduced scales.
 - All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled.
 - Delineation of floodplains, shoreland-wetlands, steep slopes, mature trees, and woodlands, with labels and descriptions.
 - All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose.
 - All required building setback lines/minimum yards applicable to the zoning district(s), including setbacks from natural resources.
 - A grading and erosion control plan at the same scale as the main plan showing existing and proposed grades, including retention walls and related devices, and erosion control measures.
 - The location of existing and proposed stormwater management facilities and structures, along with any technical data required by the Public Works Director to determine the adequacy of the proposed facilities.
 - All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls.
 - The location and dimension of all access points onto public streets.
 - The location and dimension of all on-site parking (and, if applicable, off-site parking), including a summary of the number of parking stalls provided versus required by this Chapter.
 - The location and dimension of all loading berths and service areas on the subject property and labels indicating the dimension of such areas.
 - The location of all outdoor storage areas including dumpsters and the design of all screening fences.
 - The location, type, height, fixture design, and cut-off angle of all exterior lighting, including a detailed photometric plan showing the distribution of light output across the property to the property lines. Depiction of illumination on the photometric plan shall be shown rounded to the nearest 0.10 foot candles. Exterior lighting shall comply with the requirements of Section 5.07.9.09.
 - A landscape plan for the subject property complying with the requirements of Article 8.
 - Elevation drawings, drawn to a recognized architectural scale, of proposed buildings or proposed remodeling of existing buildings to include exterior or roof mechanical equipment and showing finished exterior treatment, with adequate labels provided to clearly depict exterior materials, texture, color, and overall appearance.
 - The location, type, height, size and lighting of all existing signage on the subject property, and for proposed signage to the extent practical at the time.

In the site plan map legend, the following additional data for the subject property:

- Lot area Total Gross Floor Area (GFA) Landscape Surface Area (square feet)
- Landscape Surface Ratio Building Height
- Total number and type of residential dwelling units (if applicable)