

## Site Plan Review Application

### Town of Clayton

Mail: 8348 County Road T, Larsen, WI 54947

Phone: 920-836-2007 Fax: 920-836-2026

Email: [administrator@townofclayton.net](mailto:administrator@townofclayton.net)

Web Page: [www.townofclayton.net](http://www.townofclayton.net)

### Contact Information

Property Owner: Derek Liebhauser  
Company: Clayton Development Group, LLC  
Address: 2065 American Drive, Suite A  
City/St/Zip: Neenah, WI 54956  
Phone/Fax: (920) 428-9451  
Email: derek@groundedpropertygroup.com

Engineer/Architect: Zach Laabs  
Company: McMahon Associates  
Address: 1445 McMahon Drive  
City/St/Zip: Neenah, WI 54956  
Phone/Fax: (920) 751-4200  
Email: zlaabs@mcmgrp.com

### Property Information

Project Name: Legacy Park Apartments  
Site Address: Lots 4 & 5 of Scholar Ridge Estates Tax/Parcel ID: 006- 0617  
Site Zoning: R4 - Multifamily Residential (As a part of the Scholar Ridge Estates Rezoning Application)  
Surrounding Land Uses: North: B2 - Community Business District  
South: R3 - Two family Residential  
East: A2 - General Agriculture  
West: A2 - General Agriculture & R1 - Rural Residential  
Proposed Use: 15 - 12 Unit Apartment Buildings

Proposed Zoning: R4 - Multifamily Residential  
Lot Size: 15.20 & 4.35 Acres Structure Size: 15 @ 8,800 S.F. Addition: N/A  
Project Schedule: Begin Construction in August, 2023

### Submittal Fees and Requirements

See Application Checklist for Additional Information  
*Please make checks payable to the Town of Clayton*

#### Fees

- Fees are based on Actual Review Costs (See Fee Schedule) and will be determined prior to approval.
- Storm Water & Erosion Control fees are based on Winnebago County Zoning Department fee schedule.

#### Plan of Operation

- Letter describing the business

#### Site Plan, Architectural Plan, Utility Plan (if applicable), Landscaping Plan

- Meets the requirements of the Town's Zoning Code of Ordinances Article 7, Division 13
- Meets the requirements of the Town's Subdivision Ordinance
- Submit 1 Hard Copy w/application and email an 11 x 17 copy

### Signatures

By the execution of this application, applicant hereby authorizes the Town of Clayton or its agents to enter upon the property during the hours of 7:00 AM to 7:00 PM daily for the purpose of inspection. Applicant grants the Town of Clayton or its agents even if applicant has posted this land against trespassing pursuant to Sec. 943.13 Wis. Stats.

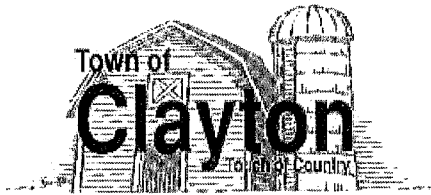
Signature: 

Date: 6-14-2023



## PLAN OF OPERATION

The proposed site plan submittal is for lots 4 and 5 of the Scholar Ridge Estates Plat. Lot 4 shall include the construction of 12 – 12 unit apartment buildings and Lot 5 shall include the construction of 3 – 12 unit apartment buildings. Both sites will be serviced with Municipal sewer and water utilities.



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### General Information

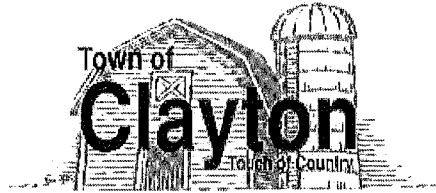
A Site Plan is required for all new buildings and additions to existing buildings which alter the outside dimensions of the building or the internal function of the site, and the development of, or expansion of parking areas, including new or relocated signs. Developments subject to review are multiple dwellings of 3-units or more and all commercial, industrial, or public development and improvements.

Site Plan Review is authorized by the Town of Clayton's Zoning Code of Ordinances Article 7, Division 13 and Subdivision Ordinance. The approval of a site plan shall remain valid for one year after date of approval, after which time the site plan shall be deemed null and void if the development has not been established or actual construction commenced.

### Procedure

The Town Staff and Town Planner shall review the application and shall only approve plans that meet all the requirements set forth in the Town of Clayton's Zoning Code of Ordinance and Subdivision Ordinance.

1. **Pre-application conference (recommended):** The purpose of the pre-application conference is to provide an opportunity for the applicant and staff to discuss the project, and for the applicant to gain information regarding the Zoning Ordinance and Site Plan Ordinance.
2. **Application:** The Town Staff shall distribute copies of the Site Plan Review application to the appropriate persons for review.
3. **Staff Review and Action (this process may take 20 days):** The Town Planner shall report their findings within 15 days of receiving the application. The Town Zoning Administrator, based upon compliance with the Zoning Ordinance, Subdivision Ordinance, and other Town Staff recommendations, shall make a recommendation for approval, approval with conditions, or deny with reason in writing, the development proposal.
4. **Approvals, Conditional Approvals, or Denials of Site Plan:** Any approvals, conditional approvals, or denials of a site plan will be specified in a letter sent to the applicant.
5. **Sanitary and Erosion Control Permits:**
  - a. **Sanitary Permits:** Sanitary Permits, if applicable, are issued through the Winnebago County Zoning Department. <https://www.co.winnebago.wi.us/planning-and-zoning>
  - b. **Erosion Control Permits:** Erosion Control Permits are also issued through the Winnebago County Zoning Department. An erosion control permit is required during certain land disturbing activities to regulate the installation and maintenance of Best Management Practices (BMPs). The erosion control permit applies, but is not limited to the following land disturbing activities:
    - Land disturbance greater than or equal to 4,000 square feet;
    - Excavation or fill greater than or equal to 400 cubic yards;
    - Public or private driveway and road construction or reconstruction longer than 125 linear feet;
    - Construction of any structure, addition to a structure, or multiple additions and/or structures where the total area is greater than 1,000 square feet.
6. **Excavation and Earthwork:** Excavation and earthwork may commence on site only after an Erosion Control Permit has been issued. Excavation and earthwork prior to site plan approval is at the owner's risk.
7. **No Building, Utility, or Zoning Permits shall be issued nor can any construction commence on any projects prior to site plan approval and the issuance all building, zoning, and utility permits.** Please refer to the pre-construction Checklist at [www.townofclayton.net](http://www.townofclayton.net) under municipal services, forms and permits.



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**For Town Use Only**

Fee (Actual Cost): \_\_\_\_\_ Acct No: \_\_\_\_\_ Receipt: \_\_\_\_\_ Date: \_\_\_\_\_  
Date Rec'vd Complete: \_\_\_\_\_ By: \_\_\_\_\_ Applic. No.: \_\_\_\_\_  
Review Meeting \_\_\_\_\_ History \_\_\_\_\_  
Site Plan is: Approved \_\_\_\_\_ Approved with Condition \_\_\_\_\_ Denied \_\_\_\_\_  
Comments: \_\_\_\_\_

**Notes:** Please notify utility companies regarding your proposed development. Site plan approval does not constitute approval of a building permit or any required approval of a highway connection permit. Site plan & fee must be submitted **30** working days prior to meeting please see PC Submittal Schedule.