



THE CITY OF
WATERTOWN
Site Plan Review Checklist

**City of Watertown Procedural Checklist for Site Plan Review and Approval
(Requirements per Section § 550-145)**

This form should be used by the Applicant as a guide to submitting a complete application for Site Plan Review and by the City to process said application.

I. Step 1 – Pre-submittal staff meeting

- 1. Preliminary meeting with the Building, Safety, & Zoning Department.

Building, Safety & Zoning	Engineering
Brian Zirbes Zoning & Floodplain Administrator (920) 262-4041 bzirbes@watertownwi.gov	Andrew Beyer City Engineer (920) 262-4050 abeyer@watertownwi.gov

- 2. Contacts for other departments (as needed)

Fire	Water & Sanitary	Streets
Tanya Reynen Fire Chief (920) 206-4243 treynen@watertownwi.gov	Pete Hartz Water Systems Manager (920) 262-4075 phartz@watertownwi.gov	Stacy Winkelman Street Superintendent (920) 262-4080 swinkelman@watertownwi.gov
Police	Parks	City Attorney
Dave Brower Captain (920) 206-4205 dbrower@watertownwi.gov	Kristine Butteris Director (920) 262-8080 kbutteris@watertownwi.gov	Steven Chesebro City Attorney (920) 262-4033 schesebro@watertownwi.gov

II. Step 2 – Application Submittal Packet Requirements

- (a) A written description of the intended use describing in reasonable detail the following:
 - 1. Existing zoning district(s) (and proposed zoning district(s) if different).
 - 2. Land use plan map designation(s).
 - 3. Current land uses present on the subject property
 - 4. Proposed land uses for the subject property (per [Chapter 550, Article IV](#))
 - 5. Projected number of residents, employees, and daily customers
 - 6. Proposed amount of dwelling units, floor area, impervious surface area, and landscape surface area, and resulting density, floor area ratio, impervious surface area ratio, and landscape surface area ratio.
 - 7. Operational considerations relating to hours of operation, projected normal and peak water usage, sanitary sewer or septic loadings, and traffic generation.
 - 8. Operational considerations relating to potential nuisance creating pertaining to noncompliance with the performance standards addressed in [Article XI: Performance Standards](#).
 - 9. If no nuisances will be created (as indicated by complete and continuous compliance with the



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provisions of Article XI), then include the statement “The proposed development shall comply with all requirements of Article XI.”.

- 10. Exterior building and fencing materials (Sections [§ 550-121](#) & [§ 550-123](#)).
- 11. Possible future expansion and related implications for points above.
- 12. Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties.
- (b) A *Small Location Map at 11” x 17”* showing the subject property, all properties within 300 feet, and illustrating its relationship to the nearest street intersection. (A print out from the City’s [GIS Mapping Tool](#) with the subject property clearing indicated shall suffice to meet this requirement).**
- (c) A Property Site Plan drawing which includes the following:**
 - 1. A title block which indicates the name, address, email, and phone/fax number(s) of the current property owner and/or agent(s) (developers, architect, engineer, planner) for project.
 - 2. The date of the original plan and the latest date of revision to the plan.
 - 3. A north arrow and a graphic scale (not smaller than one-inch equals 100 feet).
 - 4. A reduction of the drawing at 11” x 17”.
 - 5. A legal description of the subject property.
 - 6. All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled.
 - 7. 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.
 - 8. All required building setback lines.
 - 9. All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences utility poles, drainage facilities, and walks.
 - 10. The location and dimensions (cross-section and entry throat) of all access points onto public streets.
 - 11. The location and dimensions of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by the Ordinance.
 - 12. The location of all outdoor storage areas and the design of all screening devices.
 - 13. The location, height, design/type, illumination power and orientation of all exterior lighting on the subject property – including the clear demonstration of compliance with [Section § 550-110](#).
 - 14. The location and type of any permanently protected green space areas.
 - 15. The location of existing and proposed drainage facilities.
 - 16. In the legend, data for the subject property on the following:
 - a. Lot Area
 - b. Floor Area
 - c. Floor Area Ratio (b/a)
 - d. Impervious Surface Area
 - e. Impervious Surface Ratio (d/a)
 - f. Building height
- (d) A *Detailed Landscaping Plan of the subject property:***
 - 1. Scale same as main plan (> or equal to 1” equals 100’).
 - 2. Map reduction at 11” x 17”.



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- 3. Showing the location of all required bufferyard and landscaping areas.
- 4. Showing existing and proposed Landscape Point fencing.
- 5. Showing berm options for meeting said requirements.
- 6. Demonstrating complete compliance with the requirement of [Article X](#).
- 7. Providing individual plan locations and species, fencing types and heights, and berm heights.
- (e) A Grading and Erosion Control Plan:**
 - 1. Scale same as main plan (> or equal to 1" equals 100').
 - 2. Map reduction at 11" x 17".
 - 3. Showing existing and proposed grades including retention walls and related devices, and erosion control measures-including the clear demonstration of compliance with [Chapter 288, Article I](#).
- (f) A Post-Construction Stormwater Control Plan:**
 - 1. Submit a Post-Construction Stormwater Control Plan compliant with [Chapter 288, Article II](#).
- (g) Elevation Drawings of proposed buildings or remodeling of existing buildings:**
 - 1. Showing finished exterior treatment.
 - 2. With adequate labels provided to clearly depict exterior materials, texture, color and overall Appearance.
 - 3. Perspective renderings of the proposed project and/or photos of similar structures may be submitted, but not in lieu of adequate drawings showing the actual intended appearance of the buildings.

III. Final Application Packet Information Submitted to Zoning Administrator

- Submit 1 – 11" x 17" Site Plan Packet (covering items under Part II), 1-Arch D (24" x 36") or Arch E1 (30" x 42") Site Plan Packet (covering items under Part II), and submit an electronic version of the Site Plan Packet (covering items under Part II).**