

**Print****Plan Review Application Form - Submission #855****Date Submitted: 4/3/2024****City of Whitewater**

312 W. Whitewater Street  
P.O. Box 178  
Whitewater, WI 53190  
262-470-0540  
www.whitewater-wi.gov

**Application for Plan Review****NOTICE**

The Plan Commission meetings are scheduled at 6:00 p.m. on the 2nd Monday of each month. All completed plans must be in by 9:00 a.m. four weeks prior to the scheduled meeting. If not, the item will be placed on the next available Plan Commission meeting agenda.

Please complete the following application. Refer to Chapter 19.63 of the City of Whitewater Municipal Code of Ordinances, entitled PLAN REVIEW, for more information on the application.

One (1) 11x17 copies and 1 Electronic Copy (include color where possible). If a full size plan is needed we will request same. All plans should be drawn to scale; represent actual existing and proposed site conditions in detail; and indicate the name, address, and phone number of the applicant, land owner, architect, engineer, landscape designer, contractor, or others responsible for preparation. It is often possible and desirable to include two or more of the above 8 plans on one map. The Zoning Administrator or Plan and Architectural Review Commission may request more information, or may reduce the submittal requirements. If any of the above plans is not submitted, the applicant should provide a written explanation of why it is not submitted.

**IDENTIFICATION AND INFORMATION ON APPLICATION****Applicant's First Name\***

Kelly

**Applicant's Last Name\***

Freeman

**Applicant's Address\***

312 W. Whitewater St.

**City\***

Whitewater

**State\***

WI

**Zip Code\***

53190

**Phone Number\***

2624730116

**Email Address\***

KFreeman@whitewater-wi.gov

**Owner of site, according to current property tax records (as of the date of the application):**

City of Whitewater

**Street Address of property:\***

312 W. Whitewater St., Whitewater, WI, 53190

**Legal Description (Name of subdivision, block and Lot or other Legal Description):\***

City of Whitewater Municipal Building - Fire Department Renovations. Fire Department is located on Parcel Numbers /OT 00155, 00156, 00158, and 00159.

**Agent or Representative assisting in Application (Engineer, Architect, Attorney, etc.)****First Name**

Evan

**Last Name**

Constant

**Name of Firm:**

Strand Associates, Inc.

**Firm Address**

910 West Wingra Drive

**City**

Madison

**State**

Wisconsin

**Zip Code**

53715

**Phone Number**

6082514843

**Fax Number**

6082518655

**Email Address**

evan.constant@strand.com

**Name of Contractor:**

None selected at this time.

Has either the applicant or owner had any variances issued to them, on any property?\*

☐ Yes.☒ No.

If YES, please indicate the type of variance issued and indicate whether conditions have been complied with.

**EXISTING AND PROPOSED USES:****Current Land Use:****Principal Use:**

Business

**Accessory or Secondary Uses:****Proposed Use**

Business (Fire station alteration - Renovation to existing recreational room to individual bunkrooms, and upgrades to restrooms)

**No. of occupants proposed to be accomodated:**

6

**No. of employees:**

6

**Zoning District in which property is located:**

B-2

**Section of City Zoning Ordinance that identifies the proposed land use in the Zoning District in which property is located:**

Business

**PLANS TO ACCOMPANY APPLICATION**

Applications for permits shall be accompanied by drawings of the proposed work, drawn to scale, showing, when necessary, floor plans, sections, elevations, structural details, computations and stress diagrams as the building official may require.

**PLOT PLAN**

When required by the building official, there shall be submitted a plot plan in a form and size designated by the building official for filing permanently with the permit record, drawn to scale, with all dimension figures, showing accurately the size and exact location of all proposed new construction and the relation to other existing or proposed buildings or structures on the same lot, and other buildings and structures on adjoining property within 15 feet of the property lines. In the case of demolitions, the plot plan shall show the buildings or structures to be demolished and the buildings or structures on the same lot that are to remain.

**STANDARDS**

**A. The proposed structure, addition, alteration or use will meet the minimum standards of this title for the district in which it is located. Applicant's explanation: \***

Alterations will comply with minimum standards.

**B. The proposed development will be consistent with the adopted city master plan. Applicant's explanation:\***

Project supports the city's master plan by enhancing essential public safety infrastructure without altering the building's footprint.

**C. The proposed development will be compatible with and preserve the important natural features of the site. Applicant's explanation:\***

No natural features will be disturbed; the minimal exterior work preserves the site's existing conditions.

**D. The proposed use will not create a nuisance for neighboring uses, or unduly reduce the values of an adjoining property. Applicant's explanation:\***

The project will not create nuisances or negatively impact neighboring property values.

**E. The proposed development will not create traffic circulation or parking problems. Applicant's explanation:\***

No change in use or capacity means the project will not affect existing traffic circulation or parking.

**F. The mass, volume, architectural features, materials and/or setbacks of proposed structures, additions, or alterations will appear to be compatible with existing buildings in the immediate area. The Applicant's explanation:\***

Scope of project is primarily interior; minimal exterior modifications will match existing architecture.

**G. Landmark structures on the National Register of Historic Places will be recognized as products of their own time. Alterations which have no historical basis will not be permitted. Applicant's explanation:\***

Not applicable, the building is not listed on the National Register of Historic Places.

**H. The proposed structure, addition, or alteration will not substantially reduce the availability of sunlight or solar access on adjoining properties. Applicant's explanation:\***

The alteration will not impact sunlight or solar access for adjoining properties.

**CONDITIONS**

The City of Whitewater Zoning Ordinance authorizes the Plan Commission to place conditions on approved uses. Conditions can deal with the points listed below (Section 19.63.080). Be aware that there may be discussion at the Plan commission in regard to placement of such conditions upon your property. You may wish to supply pertinent information.

"Conditions" such as landscaping, architectural design, type of construction, construction, commencement and completion dates, sureties, lighting, fencing, plantation, deed restrictions, highway access restrictions, increased

**Applicant's Signature\***

Kelly Freeman

**Date**

4/3/2024

**Plot Plan Upload**

Plot Plan\_312 W. Whitewater St.pdf

**Plan Upload**

2024 Whitewater WI Fire Station  
Bunk Room and Restroom Remodel  
4-2024 Drawings.pdf

**File Upload**

2024 Whitewater WI Fire Station  
Bunk Room and Restroom Remodel  
4-2024 Specifications.pdf

**File Upload**

No file chosen

**File Upload**

No file chosen

**File Upload**

No file chosen

**APPLICATION FEES:**

Fee for Plan Review Application: \$100

Date Application Fee Received by City

Receipt No.

Received by:

TO BE COMPLETED BY CODE ENFORCEMENT/ZONING OFFICE:

Date of notice sent to owners of record of opposite  
& abutting properties:Date set for public review before Plan &  
Architectural Review Board:

ACTION TAKEN

Plan Review

Granted

Not Granted by Plan &  
Architectural Review Commission.

CONDITIONS PLACED UPON PERMIT BY PLAN AND ARCHITECTURAL REVIEW COMMISSION;

Signature of Plan Commission Chairman

Date

## Tips for Minimizing Development Review Costs-A Guide for Applicants

The City of Whitewater assigns its consultant cost associated with reviewing development proposals to the applicant requesting development approval. These costs can vary based on a number of factors. Many of these factors can at least be partially controlled by the applicant for development review. The City recognizes that we are in a time when the need to control costs is at the forefront of everyone's minds. The following guide is intended to assist applicants for City development approvals understand what they can do to manage and minimize the costs associated with review of their application. The tips included in this guide will almost always result in a less costly and quicker review of an application.

### MEET WITH NEIGHBORHOOD SERVICES DEPARTMENT BEFORE SUBMITTING AN APPLICATION

If you are planning on submitting an application for development review, one of the first things you should do is have a discussion with the City's Neighborhood Department. This can be accomplished either by dropping by the Neighborhood Services Department counter at City Hall, or by making an appointment with the Neighborhood Services Director. Before you make significant investments in your project, The Department can help you understand the feasibility of your proposal, what City plans and ordinances will apply, what type of review process will be required, and how to prepare a complete application.

### SUBMIT A COMPLETE AND THOROUGH APPLICATION

One of the most important things you can do to make your review process less costly to you is to submit a complete, thorough, and well-organized application in accordance with City ordinance requirements. The City has checklists to help you make sure your application is complete. To help you prepare an application that has the right level of detail and information, assume that the people reviewing the application have never seen your property before, have no prior understanding of what you are proposing, and don't necessarily understand the reasons for your request.

### FOR MORE COMPLEX OR TECHNICAL TYPES OF PROJECTS, STRONGLY CONSIDER WORKING WITH AN EXPERIENCED PROFESSIONAL TO HELP PREPARE YOUR PLANS

Experienced professional engineers, land planners, architects, surveyors, and landscape architects should be quite familiar with standard developmental review processes and expectations. They are also generally capable of preparing high-quality plans that will ultimately require less time (i.e., less cost for you) for City's planning and engineering consultants to review, saving you money in the long run. Any project that includes significant site grading, stormwater management, or utility work; significant landscaping; or significant building remodeling or expansion generally requires professionals in the associated fields to help out.

### FOR SIMPLER PROJECTS, SUBMIT THOROUGH, LEGIBLE, AND ACCURATE PLANS

For less complicated proposals, it is certainly acceptable to prepare plans yourself rather than paying to have them prepared by a professional. However, keep in mind that even though the project may be less complex, the City's staff and planning consultant still need to ensure that your proposal meets all City requirements. Therefore, such plans must be prepared with care. Regardless of the complexity, all site, building and floor plans should:

1. Be drawn to be recognized scale and indicate what the scale is (e.g. 1 inch=40 feet).
2. Include titles and dates on all submitted documents in case pieces of your application get separated.
3. Include clear and legible labels that identify streets, existing and proposed buildings, parking areas, and other site improvements.
4. Indicate what the property and improvements look like today versus what is being proposed for the future.
5. Accurately represent and label the dimensions of all lot lines, setbacks, pavement/parking areas, building heights, and any other pertinent project features.
6. Indicate the colors and materials of all existing and proposed site/building improvements. Including color photos with your application is one inexpensive and accurate way to show the current conditions of the site. Color catalog pages or paint chips can be included to show the appearance of proposed signs, light fixtures, fences, retaining walls, landscaping features, building materials or other similar improvements.

## SUBMIT YOUR APPLICATION WELL IN ADVANCE OF THE PLAN AND ARCHITECTURAL REVIEW COMMISSION MEETING

The city normally requires that a complete application be submitted four (4) weeks in advance of the Commission meeting when it will be considered. For simple submittals not requiring a public hearing, this may be reduced to two (2) weeks in advance. The further in advance you can submit your application, the better for you and everyone involved in reviewing the project. Additional review time may give the City's planning consultant and staff an opportunity to address those issues before the Plan and Architectural Review Commission meeting. Be sure to provide reliable contact information on your application form and be available to respond to such questions or requests in a timely manner.

## FOR MORE COMPLEX PROJECTS, SUBMIT YOUR PROJECT CONCEPTUAL REVIEW

A conceptual review can be accomplished in several ways depending on the nature of your project and your desired outcomes.

1. Preliminary plans may be submitted to City staff and the planning consultant for a quick informal review. This will allow you to gauge initial reactions to your proposal and help you identify key issues;
2. You may request a sit-down meeting with the Neighborhood Services Director and or Planning consultant to review and more thoroughly discuss your proposal; and/or
3. You can ask to be placed on a Plan and Architectural Review Commission meeting agenda to present and discuss preliminary plans with the Commission and gauge its reaction before formally submitting your development review application.

Overall, conceptual reviews almost always save time, money, stress, and frustration in the long run for everyone involved. For this reason, the City will absorb up to \$200 in consultant review costs for conceptual review of each project.

## HOLD A NEIGHBORHOOD MEETING FOR LARGER AND POTENTIALLY MORE CONTROVERSIAL PROJECTS

If you believe your project falls into one or both of these two categories (City staff can help you decide), one way to help the formal development review process go more smoothly is to host a meeting for neighbors and any other interested members of the community. This would happen before any Plan and Architectural Review Commission meeting and often before you even submit a formal development review application.

A neighborhood meeting will give you an opportunity to describe your proposal, respond to questions and concerns, and generally address issues in an environment that is less formal and potentially less emotional than a Plan and Architectural Review Commission meeting. Neighborhood meetings can help you build support for your project, understand other's perspectives on your proposal, clarify misunderstandings, and modify the project and alleviate public concerns before the Plan and Architectural Review Commission meetings. Please notify the City Neighborhood Services Director of your neighborhood meeting date, time and place; make sure all neighbors are fully aware (City staff can provide you a mailing list at no charge); and document the outcomes of the meeting to include with your application.

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## TYPICAL CITY PLANNING CONSULTANT DEVELOPMENT REVIEW COSTS

The City often utilizes assistance from a planning consultant to analyze requests for land development approvals against City plans and ordinances and assist the City's Plan and Architectural Review Commission and City Council on decision making. Because it is the applicant who is generating the need for the service, the City's policy is to assign most consultant costs associated with such review to the applicant, as opposed to asking general taxpayer to cover these costs.

The development review costs provided below represent the planning consultant's range of costs associated with each particular type of development review. This usually involves some initial analysis of the application well before the public meeting date, communication with the applicant at that time if there are key issues to resolve before the meeting, further analysis and preparation of a written report the week before the meeting, meeting attendance, and sometimes minor follow-up after the meeting. Cost vary depending on a wide range of factors, including the type of application, completeness and clarity of the development application, the size and complexity of the proposed development, the degree of cooperation from the applicant for further information, and the level of community interest. The City has a guide called "Tips for Minimizing Your Development Review Costs" with Information on how the applicant can help control costs.

### Type of development review begin requested and planning consultant review cost range

#### Minor Site/Building Plan (e.g., minor addition to building, parking lot expansion, small apartment, downtown building alterations)

- ☐ When land use is permitted in the zoning district and for minor downtown building alterations up to \$600
- ☐ When use also requires a conditional use permit, and for major downtown building alterations-\$700-\$1,500

#### Major Site/Building Plan (e.g., new gas station/convenience store, new restaurant, supermarket, larger apartments, industrial building)

- ☐ When land use is a permitted use in the zoning district \$700-\$2,000
- ☐ When land use also requires a conditional use permit-\$1,600-\$12,000

#### Conditional use Permit with no Site Plan Review (e.g., home occupation, sale of liquor request, substitution of use in existing building)

- ☐ Up to \$600

#### Rezoning

- ☐ Standard (not PCD) zoning district-\$400-\$2,000
- ☐ Planned Community Development zoning district, assuming complete GDP & SIP application submitted at same time-\$2,100-\$12,000

#### Land Division

- ☐ Land Survey map-up to \$300
- ☐ Subdivision Plat-\$1,500-\$3,000
- ☐ Plat (does not include any development agreement time) -\$50-\$1,500

#### Annexation

- ☐ Typically between \$200-\$400

### Note on Potential Additional Review Costs:

The city also retains a separate engineering consultant, who is typically involved in larger projects requiring storm water management, plans, major utility work, or complex parking or road access plans. Engineering costs are not included above, but will also be assigned to the development review application. The consultant planner and engineer closely coordinate their reviews to control costs.

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### Cost Recovery Certificate and Agreement

The City may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, and recreation specialists) to assist in the City's review of an application for development review coming before the Plan and Architectural Review Commission, board of Zoning Appeals and/or Common Council. In fact most applications require some level of review by the City's planning consultant. City of Whitewater staff shall retain sole discretion in determining when and to what extent it is necessary to involve a professional consultant in the review of an application.

The submittal of an application or petition for development review by an applicant shall be construed as an agreement to pay for such professional review services associated with the application or petition. The City may apply the charges for these services to the applicant and/or property owner in accordance with this agreement. The City may delay acceptance of an application or petition (considering it incomplete), or may delay final action or approval of the associated proposal, until the applicant pays such fees or the specified percentage thereof. Development review fees that are assigned to the applicant, but that are not actually paid, may then be imposed by the City as a special charge on the affected property.

### SECTION A: BACKGROUND INFORMATION

To be filled out by the Applicant/Property Owner

#### Applicant's Information

**First Name\***

Kelly

**Last Name\***

Freeman

**Address\***

312 W. Whitewater St.

**City\***

Whitewater

**State\***

WI

**Zip Code\***

53190

**Phone Number\***

2624730116

**Fax Number**

**Email Address\***

KFreeman@whitewater-wi.gov

**Name/Description of Development\***

Fire Department Bunk Room and Restroom Remodel

**Address of Development Site\***

312 W. Whitewater St., Whitewater, WI, 53190

**Tax key Number(s) of Site****Property Owner Information (if different from applicant):****First Name****Last Name****Address****City****State****Zip Code****SECTION B: APPLICANT/PROPERTY OWNER COST OBLIGATIONS To be filled out by the City's Neighborhood Services Director**

Under this agreement, the applicant shall be responsible for the costs indicated below. In the event the applicant fails to pay such costs, the responsibility shall pass to the property owner, if different. Costs may exceed those agreed to herein only by mutual agreement of the applicant, property owner and City. If and when the City believes that actual costs incurred will exceed those listed below, for reasons not anticipated at the time of the application or under the control of the City administration or consultants, the Neighborhood Services Director or his agent shall notify the applicant and property owner for their approval to exceed such initially agreed costs. If the applicant and property owner do not approve such additional costs, the City may, as permitted by law, consider the application withdrawn and/or suspend or terminate further review and consideration of the development application. In such case, the applicant and property owner shall be responsible for all cost incurred up until that time.

## A. Application fee

100

## B. Expected planning consultant review cost

0

## C. Total cost expected of application (A+B)

100

## D. 25% of total cost, due at time of application

25

Project likely to incur additional engineering or other consultant review costs?

No

The balance of the applicant's costs, not due at the time of application, shall be payable upon applicant receipt of one or more itemized invoices from the City . If the application fee plus actual planning and engineering consultant review costs end up being less than the 25% charged to the applicant at the time of the application, the City shall refund the difference to the applicant.

## SECTION C: AGREEMENT EXECUTION

To be filled out by the Applicant and Property Owner.

The undersigned applicant and property owner agree to reimburse the City for all costs directly or indirectly associated with the consideration of the applicant's proposal as indicated in this agreement, with 25% of such costs payable at the time of application and the remainder of such costs payable upon receipt of one or more invoices from the City following the execution of development review services associated with the application.

Signature of Applicant/Petitioner\*

Kelly Freeman

Date

4/3/2024

Signature of Property Owner (if different)

Date

mm/dd/yyyy