

SITE PLAN REVIEW APPLICATION

PLEASE REFER TO PAGE 2 OF THIS APPLICATION PACKET
for additional guidance and requirements for submitting site plans
per Town of Omro Site Plan Ordinance, Section 3.0

Applicant Name and Address:

Project Name and Address:

Date of Site Plan Submittal: _____

Review of site plans will be required for this development project. A non-refundable application fee of \$1,000 will be charged to cover costs associated with the site plan review. If expenses incurred exceed \$1,000, the Town of Omro reserves the right to invoice the applicant to recoup expenses. Agreement not valid unless signed below.

Dana Woods, Town Clerk

Date

Owner/Applicant

Date

SITE PLAN SUBMITTAL

1. General Requirements. A site plan shall be submitted prior to an application for a building permit. For conditional uses under the Winnebago County Zoning Ordinance, a site plan shall be submitted and reviewed by the Town Plan Commission and Town Board, prior to the hearing before the County Planning and Zoning Committee. Any Town of Omro conditions regarding the variance would become part of the County's conditional use permit (in non-shoreland areas).

2. Site Plan Review Application. A site plan review application shall be submitted along with the site plan. The site plan review application shall be available from the Town and require the following information:

- a. Name, address and phone number of the property owner.
- b. Name of project, if any, and the address and legal description of the property.
- c. A statement describing the proposed development or redevelopment.
- d. The zoning classification of the parcel.
- e. Tabulations of total gross acreage and square feet of the parcel.
- f. Tabulations of total gross floor area and the percentages thereof proposed to be devoted to various uses.
- g. Tabulation of the number of employees, as applicable, or the number of dwelling units as applicable.
- h. Tabulation of the number of parking and loading spaces.
- i. Tabulation of the impervious surface area and drainage calculations where applicable.
- j. Tabulation of required landscaping area.

3. Site Plan Contents. A site plan shall contain the following elements:

- a. Location map.
- b. Names of adjacent or surrounding streets.
- c. A survey of the property, drawn to scale of sufficient size, to show boundaries (lot lines) of Adopted by Town Board on November 12, 2007 Page - 7 - of 8 the parcel, with dimensions; the location and dimensions of all buildings and structures; and the dimensions of all yards.
- d. The location of all parking and loading areas; the location and dimensions of driveway access points; the distances between driveways and any lot lines or intersections; and the direction of internal traffic flow.
- e. The location and dimensions of all perimeter and interior landscaped areas and the nature of the landscaping treatment and materials.
- f. The location of all existing and proposed public and private easements and the location of all utilities and utility connections.
- g. The direction and flow of surface drainage and the location and nature of drainage improvements.
- h. The location and nature of signs and lighting.
- i. Other information necessary or required to show compliance with the review criteria of this ordinance or the Winnebago County Zoning Ordinance.