



Office of the Zoning Administrator
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Slinger, WI 53086
Ph. 262-677-2123
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APPLICATION for SITE PLAN REVIEW NONRESIDENTIAL

*This application and its application fee are required to determine compliance with the **Zoning Ordinance**. Once approved, a separate application and application fee is required to determine compliance with the **Building Code**.*

*This Application must be **completed in full**. The Town of Polk **cannot accept** an incomplete Application Form or an Application Packet lacking all required information.*

Has the Pre-Submittal Meeting been held, as required under Section 336-174.B of the Town of Polk Zoning Ordinance? Yes _____ No _____

If no, please contact the Zoning Administrator to schedule meeting prior to submitting formal Application for Site Plan Review – Nonresidential.

Contact Information:

Property Owner: _____

Address: _____

Phone: _____ Email: _____

Applicant (if different from Property Owner): _____

Address: _____

Phone: _____ Email: _____

Developer / Contractor: _____

Name of Primary Contact: _____

Address: _____

Phone: _____ Email: _____

Engineer: _____

Company: _____

Address: _____

Phone: _____ Email: _____

Surveyor: _____

Company: _____

Address: _____

Phone: _____ Email: _____

Property Description:

Property Address: _____

A. Tax Key No.: _____ Lot Size: _____ Zoning District(s): _____

B. Tax Key No.: _____ Lot Size: _____ Zoning District(s): _____

C. Tax Key No.: _____ Lot Size: _____ Zoning District(s): _____

D. Tax Key No.: _____ Lot Size: _____ Zoning District(s): _____

(If additional parcels, please attach as separate sheet)

The property is currently: Developed: _____ Undeveloped: _____

Current Use of Property: _____

Existing / Proposed Structures:

Physical Dimensions: Structures shall be labeled on site plan as 'A', 'B', 'C', etc.

Existing structures shall be listed before proposed structures.

Structure A:

Is this an existing or proposed structure? Existing: _____ Proposed: _____

Height: _____ Ground Floor Area: _____ Total Floor Area: _____

Purpose and Use: _____

Structure B:

Is this an existing or proposed structure? Existing: _____ Proposed: _____

Height: _____ Ground Floor Area: _____ Total Floor Area: _____

Purpose and Use: _____

Structure C:

Is this an existing or proposed structure? Existing: _____ Proposed: _____

Height: _____ Ground Floor Area: _____ Total Floor Area: _____

Purpose and Use: _____

Structure D:

Is this an existing or proposed structure? Existing: _____ Proposed: _____

Height: _____ Ground Floor Area: _____ Total Floor Area: _____

Purpose and Use: _____

Additional Structures. For additional structures, please attach as separate sheet.

Fences, Walls, Hedges, and Berms. Show location of all existing fences, walls, hedges, and berms on site plan. If fences, walls, hedges, or berms are proposed, please complete and submit Application for Fence Permit. No Application Fee is required when submitting concurrent with Application for Site Plan Review – Nonresidential.

Open Space:

Chapter 336-300.E of the Town of Polk Zoning Ordinance defines 'Open Space' as: 'The areas of a lot which contain permeable surfaces and shall remain unbuilt and shall not be used for parking, storage, access drives, or display. The use of gravel or pavers shall not be considered permeable surface for the calculation of open space. Open space represents many different landscaping elements, including greens, quadrangles, lawns, hedgerows, gardens, pathways/walkways, groves, wooded areas, fields, and natural areas.'

Percent of property maintained as open space: _____%

Plan of Operation:Employees:

Current No. Employees: _____ Proposed No. Employees: _____

Days / Hours of Operation:

Mon-Fri: _____ Sat: _____ Sun: _____

Open at: ____:____ Close at: ____:____ 24 hr. _____

Parking:

Total area all parking: Current: _____ Proposed: _____

Parking lot construction: Paved: _____ Gravel: _____

Other (please describe): _____

Number of parking spaces: Current: _____ Proposed: _____

Barrier-Free parking spaces: Current: _____ Proposed: _____

Parking facilities and required landscape buffers shall be shown and described on the Parking and Loading Plan.

Exterior:

Will there be outside storage: Yes _____ No _____

If yes, describe what will be stored: _____

Show location of outside storage and waste/recycling areas on site plan drawing.

Application Checklist:

The purpose of the Application Checklist is to ensure a complete submittal has been prepared and to expedite the review process. The checklist is not necessarily inclusive of all requirements needed to obtain approval and does not absolve the Applicant from compliance with other applicable sections of the Zoning Ordinance.

NOTE: One paper copy and one digital copy (PDF or similar format) of the application packet is required

A site plan drawing, showing the information listed in the table below, is required.

Please complete the checklist(s) in full by entering a ✓, ○, -, or ? as applicable, into each box in the Code column in the table below.

- | | | |
|----------------------|---|----------------------------------|
| Shown on Site Plan | ○ | Included with Application Packet |
| - | ? | Cannot Determine if Required |
| Appears Inapplicable | | |

Code	Site Plan Drawing Submittal Requirements
	Name of project/development.
	Location of project/development by street address and/or tax parcel number.
	Name and mailing address of developer/owner.
	Name and mailing address of engineer/architect.
	North arrow and scale.
	Boundary lines of property, with dimensions.
	Two-foot contours on the subject property and extending from the subject property a minimum distance of 25 feet in all directions.

Location, identification, and dimensions of existing and proposed:	
	Topographic contours at a minimum interval of two feet.
	Adjacent streets and street rights-of-way.
	Utility and any other easements, including but not limited to: <ol style="list-style-type: none"> 1. Electric. 2. Natural gas. 3. Propane. 4. Telephone. 5. Water. 6. Sewer (sanitary and storm). 7. Fiber optic lines. 8. Ingress/egress.
	All existing and proposed buildings and structures (including numbers of units within each proposed building and/or structure).
	Parking facilities.
	Water bodies, wetlands, and floodplains.
	Stormwater ponds, drainage ditches, and drainage patterns.
	Sidewalks and walkways.
	Bicycle facilities.
	Driveway access locations.
	Off-street loading areas and docks.
	Fences and retaining walls.
	All exterior signs.
	Exterior refuse collection areas.
	Exterior lighting.
	Traffic flow on and off site.
	Site statistics, including: <ol style="list-style-type: none"> 1. Site square footage. 2. Percent site coverage. 3. Percent open space. 4. Floor area ratio.
	Location and dimensions of proposed outdoor display areas.

	<p>Color architectural renderings of the proposed structures, buildings, and signage, including:</p> <ol style="list-style-type: none"> 1. All dimensions. 2. Gross square footage of existing and proposed buildings and structures. 3. Description and samples of all exterior finish materials.
	Grading and erosion control plans
	Landscaping plans (see Article X)
	A staging plan for any projects involving more than one phase or construction season which sets forth the chronological order of construction and relates to the proposed uses and structures of various service facilities and estimated completion dates.
	<p>For new construction or alterations to any existing building, a table containing the following information:</p> <ol style="list-style-type: none"> 1. Area of building to be used for a particular use such as retail operation, office, storage, etc. 2. Maximum number of employees. 3. Maximum seating capacity, where applicable. 4. Number of parking spaces existing and required for the intended use. 5. Elevation plans for all exterior facades of the proposed structure(s) and/or existing facades, plus addition(s) showing design features and indicating the type and color of signs to be used.

Additional plans and data may be required when determined to be necessary in order to complete a thorough and efficient review. Certain submission requirements may be waived when determined to be superfluous.

Signature and Certification:

I certify the information presented on this Application and the drawings, plans, and other materials included therein are, to the best of my knowledge, complete and in accordance with the Zoning Ordinance.

Applicant Signature: _____ Date: _____

Application Fee:

The Application Fees for a Site Plan Permit for Nonresidential is **\$500.00**. The Application cannot be accepted until the Application Fee has been paid.