



Office of the Zoning Administrator

100 N. Wall St.

Denmark, WI 54208

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**APPLICATION for SITE PLAN REVIEW
NONRESIDENTIAL**

(including Mixed-Use development)

*This application and its application fee are required in order to determine compliance with the Zoning Ordinance. The Application **must be completed in full**. The Village of Denmark **cannot accept** an incomplete Application Form or an Application Packet lacking all required information.*

*The Applicant shall submit **six paper copies and one digital copy** (PDF or similar format) of the application packet.*

Has the required Pre-Submittal Meeting been held? 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: _____

Name of Development Firm: _____

Name of Primary Contact Person: _____

Address: _____

Phone: _____ Email: _____

Name of General Contractor Firm: _____

Name of Primary Contact Person: _____

Address: _____

Phone: _____ Email: _____

Name of Engineering Firm: _____

Name of Primary Contact Person: _____

Address: _____

Phone: _____ Email: _____

Name of Surveying Firm: _____

Name of Primary Contact Person: _____

Address: _____

Phone: _____ Email: _____

Property Description:

Address: _____ Parcel ID: _____

(If additional parcels, please attach as separate sheet)

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 and proposed fences, walls, hedges, and berms on site plan.

Open Space:

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: Concrete: _____ Asphalt: _____
 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 Checklists:

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 Site Plan approval and does not absolve the Applicant from compliance with other applicable sections of the Zoning Ordinance.

The Application Checklist **shall be completed in full** by entering one of the following into each box in the Code column in the table below:

✓	Shown on Site Plan Drawing	#	Included with Application
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Code	Site Plan Drawing Submittal Requirements
	Name of project/development and location by street address and tax parcel number.
	North arrow and scale.
	Boundary lines of property with all dimensions.
	Two-foot contours on the subject property and extending from the subject property a minimum distance of 25 feet in all directions.
	Adjacent streets and street rights-of-way.
	All easements.
	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, walkways, and bicycle facilities.
	Driveway access locations and traffic flow.
	Off-street loading areas and docks.
	Fences and retaining walls.
	All exterior signs.
	Exterior refuse collection areas.
	Exterior lighting.
	Site statistics including: square footage, percent site coverage, percent open space.
	Location and dimensions of proposed outdoor display areas.
	Color architectural renderings of the proposed structures, buildings, and signage, including: all dimensions, gross square footage of existing and proposed buildings and structures, and description and digital samples of all exterior finish materials.
	Grading and erosion control plans.
	Landscaping plan.
	A staging plan for any projects involving more than one phase or construction season.

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

Application Fee:

The Application Fee for a Nonresidential Site Plan Permit is **\$300.00**. The Application shall not be accepted until the Application Fee has been paid.

Consultant Fees:

The Village may retain the services of professional consultants to assist in the review of a proposal coming before the Plan Commission and/or Village Board. The submittal of an application under the zoning ordinance shall be construed as an agreement to pay for such professional review services.

Signature:

Applicant Signature: _____ Date: _____