

# Site Plan Review/Plan Commission Application

**Purpose:** The intent of this document is to provide a user-friendly guide toward new development standards and practices in the town of Algoma. The town of Algoma administers land use standards and relies on chapter 23 Town and County Zoning standards through Winnebago County.

<b>Contacts:</b>	<b>Town of Algoma</b> (920) 235-3789 15 N. Oakwood Road Oshkosh, WI 54904 <a href="http://www.townofalgomawi.gov">www.townofalgomawi.gov</a>	<b>Winnebago County Planning &amp; Zoning</b> (920) 232-3344 112 Otter Avenue Oshkosh, WI 54901 <a href="http://www.winnebagocountywi.gov">www.winnebagocountywi.gov</a>
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**Regulations:** **Town of Algoma Municipal Code: Chapter 225 Land Use**  
**Town of Algoma Comprehensive Plan**  
**Winnebago County Chapter 23 Town/County Zoning Codes**

## Fee Structure

## Site Plan Requirements

Review Type	Fee
Certified Survey Map (CSM) Review	200.00
Preliminary Plat Review	2000.00**
Final Plat Review	2000.00**
Condominium Review	350.00
Replat and Assessor's Plat Review	TBD*
Conditional Use Permit Review	350.00
Rezone Review	350.00
Comprehensive Plan Amendment	800.00
Planned Development District Review	1,000.00**
Site Plan Review	2,000.00**

\* Fee will be part of the Developer's Agreement. Total fee charged will be based on actual cost of services rendered by the town and town agents required to review the application and plat.

\*\* Minimum fee due at time of application submittal. Additional fee charges may occur based on the actual cost of services rendered by the town and town agents required to review the application.

Applicants should consult with the Winnebago County Planning & Zoning directly regarding their review process and timeline.

See Town and County code for specific details on review process and specific requirements for each type of planing and zoning review.

**Required Information, a site plan will contain the following:**

- Location Map, which must be legible to indemnify the location within the town
- Names of adjacent or surrounding streets
- A survey of the property, drawn to scale of sufficient size to show boundaries (lot lines) of the parcel, include dimensions
- Location and dimensions of structures and yards
- The location and dimensions of all parking/loading areas/driveways/intersections
- Internal traffic patterns, lighting patterns, landscaping patterns, internal signage
- Location of public and private easements
- Location of public and private utilities
- Other relevant information to show compliance with Town of Algoma Municipal Code and Winnebago County Zoning Ordinance



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M-Th 9:00-5:00 F 9:00-1:00

## Site Plan Review/Plan Commission General Application

### APPLICANT INFORMATION

Petitioner: \_\_\_\_\_ Date: \_\_\_\_\_

Petitioner's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Other Contact # or Email: \_\_\_\_\_

Status of Petitioner (owner, representative, tenant, or prospective buyer): \_\_\_\_\_

### OWNER INFORMATION

Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s) Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_ Other Contact # or Email: \_\_\_\_\_

Ownership Status (Individual, Trust, Partnership, Corporation, or LLC): \_\_\_\_\_

### **Property Owner Consent (required)**

By signature hereon, I/We acknowledge that Town officials and/or employees may, in the performance of their functions, enter upon the property to inspect or garner other information necessary to process this application. I also understand that all meeting dates are tentative and may be postponed by the Town of Algoma for incomplete submissions or other administrative reasons.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SITE INFORMATION

Address/Location of Proposed Project: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_ Zoning: \_\_\_\_\_

Land Uses Surrounding Your Site: North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

Projected Timeline: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note: The Town of Algoma or a duly appointed official maintain the right to cancel this agreement if the applicant has been deemed in violation of this agreement or Town of Algoma Municipal Code. No refund will be provided.**



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## Site Plan Review/Plan Commission General Application Continued

### SITE INFORMATION CONTINUED

Development Characteristics    Gross Acreage/ Square Feet: \_\_\_\_\_

Development Area and Percentage: \_\_\_\_\_

# of Employees/#of Residential Units: \_\_\_\_\_

# of Proposed Parking Space: \_\_\_\_\_

Traffic Count Projections (attach documentation): \_\_\_\_\_

Percent Impervious (attach documentation): \_\_\_\_\_

Description of Required Landscaping (attach landscape plan): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Information: \_\_\_\_\_

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### OFFICE USE ONLY

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Fee: \_\_\_\_\_ Paid:    Yes    No

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