



Site Plan Review City of Oshkosh, Wisconsin

THE CITY WILL ONLY BE ACCEPTING ELECTRONIC VERSIONS OF PLANS FOR SITE PLAN REVIEW (SEE PAGE 5 OF THIS DOCUMENT FOR DETAILS).

Introduction

Site plan review is required for every commercial, industrial, institutional, and multi-family (three or more units) project in the City prior to issuance of a building permit or development activity. The site plan review requirement applies to first-time development of property as well as for additions and expansions. Site plan approval does not constitute approval of a building permit or any other required approvals by the Department of Public Works or other reviewing departments. **For example, building plan review, HVAC and plumbing plan reviews are separate submittals that your project will need to address with Inspection Services.**

Site plan review is an administrative process that is typically held within 5-7 working days after the completed plans and application are received. **A pre-submittal meeting is required prior to filing a site plan for acceptance. Please call the Development Review Coordinator at (920) 236-5059 to schedule an appointment for a Pre-Submittal Review meeting.** It is recommended to schedule this meeting with the Development Review Coordinator several days before the submittal deadline for the upcoming site plan review committee meeting. For projects that involve stormwater management, a pre-submittal meeting is recommended with City Engineering prior to meeting with the Development Review Coordinator. The Development Review Coordinator will serve as the central point of contact between the various City Departments involved in the review process and the developer.

The site plan illustrates the proposed structure and its use, the surrounding property including property lines, street rights-of-way, parking lot, driveway, drainage, utilities, setbacks, parking area, and other physical features of the property pertinent to its footprint and use. Elevation drawings are required as determined by the Development Review Coordinator. It is not necessary to provide construction drawings.

The Site Plan Review Committee meets twice a month on the second and fourth Wednesdays and plans submitted by the noon deadline (see schedule) will be reviewed within 5-7 working days after the completed plans are received. Additional committee meetings may be held in exceptional circumstances dependent on workload and staff availability. The Site Plan Review Committee includes City staff representatives of Community Development, Engineering, Transit, Police, Fire Departments, and other departments as needed depending on project. While it is not required, the applicant/owner may attend the Committee meeting to answer questions and discuss the project.

Please consult the Site Plan Application Checklist (attached) for a complete list of plan requirements.

Site Plan Review Process/Procedure

1. The applicant is **required** to meet with the Development Review Coordinator prior to submitting an application to review the application requirements. *Plans should be 60-90% complete prior to meeting with the Coordinator.* Appointment is required.
2. After pre-submittal meeting applicant may submit plans. Site plan applications submitted by the noon deadline will be reviewed within 5-7 working days. See schedule for meeting dates and submission deadlines.
3. The applicant shall submit the completed form and required submittals to the Development Review Coordinator. Applications may be denied or put on hold if all required plans and completed checklists are not submitted.
4. The review fee shall be provided at the time of submittal and shall be determined by locating the project in the following table:

REVIEW FEE SCHEDULE (Effective 1/1/2016)					
<u>Multi-Family Residential, Commercial & Industrial</u>					
	<u>Bldg/Addn/Impervious Area</u>	<u>Disturbed Area</u>	Base Fee	Inspection Fee	Total
Level 1	<10,000 sq. ft.	Less than 1 acre	\$425	\$100	\$525
Level 2	10,000 to 50,000 sq. ft.	1.01 to 10 acres	\$625	\$125	\$750
Level 3	50,001 to 100,000 sq. ft.	10.01 to 25 acres	\$775	\$150	\$925
Level 4	Greater than 100,001 sq. ft.	> than 25.01 acres	\$1000	\$175	\$1175

CONTRACT CONSULTANT SERVICE FEE

(i.e. stormwater, site engineering design, traffic engineering design, etc.)

Cost of City's contract development services consultant fee **PLUS** two percent (2%) administrative fee

If the building/addition size/impervious area and the disturbed area of the site determine two different fees, the **greater** of the two fees shall determine the cost.

Site Plan amendment and re-submittal fee: 50% of the applicable fee as determined in the table above. Plan amendments that involve new buildings or changes in the levels in the table above will be deemed a new submittal.

The application fee entitles the applicant to two (2) permitted reviews, one initial review and one re-submittal. All further re-submittals after the two permitted reviews will be conducted only upon payment of the re-submittal fee.

5. Upon submittal of all required information, project will be scheduled before the Site Plan Review Committee, which will occur within 5-7 working days after the noon submittal deadline.
6. Site Plan Review Committee will meet to review project, approve, approve conditionally, hold, or deny the submission. The applicant/owner may attend the meeting to discuss project details and answer questions.
7. Applicant and/or owner will be informed in writing of the recommendation of the Site Plan Review Committee. The Development Review Coordinator will also contact the applicant to provide the status of the review within 1-2 working days after the meeting.



**Site Plan Review Application
City of Oshkosh, Wisconsin**

Mailing Information	
Name of Project	Applicant's name, email, address, phone #
Owner's name, email, address, phone (if different than applicant)	Relationship of applicant to owner
Site/Project Description	
Street address and parcel number (s) of site.	
Description of proposed development, including proposed land uses and time schedules for completion.	Description of accessory uses(s) Zoning District:
Building or addition square footage:	Parcel Size:
Total Current Employees	Employees Added by Expansion
Impervious Surface Coverage Area and Percentage <u>Before</u> Development	Impervious Surface Coverage Area and Percentage <u>After</u> Development
Development Plans (unless waived by the Development Review Coordinator)	
The following development plans are attached:	
<input type="checkbox"/> Site Plan Layout & Streets <input type="checkbox"/> Utilities, Grading & Drainage <input type="checkbox"/> Erosion Control Plan <input type="checkbox"/> Landscape & Lighting Plan <input type="checkbox"/> Architectural Elevations <input type="checkbox"/> Floor Plan Sets	
Agreement	
1. By signing this application, I agree to pay all costs (e.g. contracted consultant services) involved in the review of this project. 2. I understand the City reserves the right to deny final approval, regardless of preliminary approval or the degree of construction completed before application for final approval.	
Applicant Name & Signature: _____ Date: _____	

Return to: tmuehrer@oshkoshwi.gov OR planning@oshkoshwi.gov

**Site Plan Review Committee
City of Oshkosh**

Department	Contact Person	Areas of Review
Planning Services Division	Todd Muehrer Development Review Coordinator tmuehrer@oshkoshwi.gov 920-236-5059	Zoning & performance standards
Inspection Services Division Building & HVAC	Jerry Fabisch Chief Building Official jfabisch@oshkoshwi.gov 920-236-5119	Building code & permitting
Inspection Services Division Plumbing	Dan Demski ddemski@oshkoshwi.gov Building System Inspector 920-236-5052	Plumbing code & permitting
Public Works/Engineering	Justin Gierach Engineering Division Manager jgierach@oshkoshwi.gov 920-236-5065	Sanitary sewer, water, storm sewer, drainage requirements; any work in the right-of-way
Public Works/Storm Water	Alyssa Deckert Civil Engineering Supervisor adeckert@oshkoshwi.gov 920-236-5065	Grading and drainage plans, stormwater review
Fire Department	Brian Bending Assistant Chief bbending@oshkoshwi.gov 920-236-5241	Fire safety and protection
Police Department	Officer Kate Mann CPTED Crime Prevention kmann@oshkoshwi.gov 920-236-5742	Public safety
Transportation Department	Jim Collins Transportation Director jcollins@oshkoshwi.gov 920-232-5342	Access control, driveways, street lights, parking lot design, transit
Parks Department	Raymond Maurer Parks Director rmaurer@oshkoshwi.gov 920-236-5080	Parks & trails
Forestry Division	Travis Derks Landscape Operations Manager/City Forester tderks@oshkoshwi.gov 920-232-5314	Street trees
Winnebago County Health Department	Anne Boyce Environmental Health Supervisor ABoyce@co.winnebago.wi.us 920-232-3011	Licensing and Inspection of food establishments; animal establishments; lodging facilities; recreational water facilities; mobile home parks; campgrounds; and tattoo parlors
Wisconsin Public Service	Jeff Henkelmann Account Executive JPHenkelmann@wisconsinpublicservice.com 920-433-1277	Private utility issues
City Attorney	Lynn Lorensen City Attorney LLorensen@oshkoshwi.gov 920-236-5115	Developer & encroachment agreements

Site Plan Checklist

These checklists have been prepared to assist the applicant in providing information to the City in order to complete a Site Plan review. It is the City's goal that by providing the following detailed information that review time, and conditions, will be kept to a minimum and will prevent delays caused by submission of incomplete plans. Please follow the checklist carefully and provide the required information. If you have questions regarding the checklists, or information to be provided, please contact the Development Review Coordinator.

Application Form and Site Plan Set

Application forms are available from the Department of Community Development and need to be completed prior to submitting a request for Site Plan Review. Only the property owner, person having power of attorney, or a representative of the owner such as an architect, engineer, or other agent designated by the property owner may file for Site Plan Review. All applications must contain an original signature by the property owner or agent. All sections of the application must be completed. Incomplete submissions will not be reviewed by the Committee. If there are questions as to the applicability of required information, please contact the Development Review Coordinator.

When the application, Site Plan set, documentation and other required information have been prepared, please schedule an appointment with the Development Review Coordinator for plan acceptance. Plans will not be accepted for processing until staff has completed an initial review for completeness. An incomplete application or a Site Plan set lacking complete information will not be accepted or reviewed.

A complete application includes:

- ✓ Completed Site Plan Application and fee – check made payable to “City of Oshkosh”
- ✓ Calculations for sanitary sewer and water (as applicable)
- ✓ Calculations for storm sewer design (as applicable)
- ✓ Storm Water/Erosion Control Request for Information Form
- ✓ Site Plan Sets including:
 - Section 1 – Title Sheet, Site Plan Layout & Streets
 - Section 2 – Utilities, Grading and Drainage Plan
 - Section 3 – Erosion Control Plan
 - Section 4 – Landscape & Lighting Plan
 - Section 5 – Architectural Elevations and Construction Details
 - Floor Plan Sets
 - Any other plans or information as required by the Development Review Coordinator

Submit the completed applications, calculations and Site Plan Sets electronically to:

tmuehrer@oshkoshwi.gov OR planning@oshkoshwi.gov

Checks to cover the submittal fee can be addressed or delivered to:

Planning Services Division
215 Church Avenue, Room 204
Oshkosh, WI 54901



Site Plan Review Checklists

Date: _____ Project Name: _____

Applicant: _____ Phone # _____

Contact email: _____

Note: This document is used to assure a complete submittal has been prepared. This is not inclusive of all requirements needed to obtain site plan approval. Substantial changes to the Site Plan could affect other requirements. Site Plan approval does not negate the requirement for a building permit and if a building permit is required, it can be obtained at the Inspections Services Division.

Please review the following checklists and mark each box with one of the following as identified below. Failure to provide the required information will result in delay of the project review by the Site Plan Review Committee.

Shown on plans

Not shown on plans

Not applicable

Cannot determine if needed

Site Plan Sets consist of the following information:

Recommended sheet size is 24" x 36". Recommended scale is 1" = 20'. The signature of the surveyor, engineer, or architect responsible for plan preparation is required on all title sheets. Revision date(s) shall be included.

The Planning Services Director may waive any of the plans or components thereof when such are not applicable for the review of a particular development proposal.

Section 1. Title, Site Plan Layout & Streets Sheet	
a)	Name of project, address, legal description of property, tax key number of each lot, description of proposed use and both existing and proposed zoning designations.
b)	Location map
c)	Name, address and phone number of the record property owner and site plan preparer (include fax number and/or email if available)
d)	Signature of the surveyor, engineer, or architect responsible for site plan preparation along with the revision date(s)
e)	North arrow, date of preparation and scale
f)	Name(s) of adjacent or surrounding streets
g)	Recorded property lines and their dimensions
h)	Total land area in the development including the percentage of lot coverage for all impervious surface areas
i)	Location and architectural features of all existing and proposed structures including: _____ Occupancy classification of each structure as identified in the State Building Code _____ Dimensions _____ Number of stories
j)	Types of products that will be manufactured, sold and/or stored on site
k)	All types of hazardous materials to be stored on site. If none, a statement that “No Hazardous materials will be stored on site”.
l)	Identification of food and/or beverage sales, a public swimming pool or whirlpool, or overnight lodging on the site.
m)	Buildings that will be removed.
n)	Calculations of parking and loading requirements that identify: _____ All existing uses on the property _____ Gross floor area and net floor area for existing buildings _____ Number of Employees per shift (manufacturing uses only) _____ Expanded and proposed buildings _____ Calculation of required handicapped accessible parking spaces
o)	Barriers, curbing, or wheel stop locations
p)	Existing and proposed driveways and parking lots including: _____ Pavement markings to show traffic flow _____ Parking stall sizes and layout _____ Handicap stalls and ramps _____ Loading zones _____ Driveway widths with flares on driveway aprons to public streets _____ Proposed and existing stop signs at all private driveway exits to public roadways
q)	Statement that “Curb cut will be closed per City of Oshkosh standards” noted on the site plan if existing curb cuts are to be abandoned.
r)	Drive-thru uses, showing vehicle stacking spaces and pedestrian access to entry doors
s)	Recycling storage locations.

t)	Location of existing and proposed sidewalks with grade elevations and handicap access at driveways.
u)	Location of snow storage areas
v)	Dimensions of all required setbacks for buildings and off-street parking
w)	Location and extent of all existing and proposed outdoor storage.
x)	Location and detail of: _____ Trash Enclosures _____ Sidewalks and pedestrian ways _____ Landscape islands or other similar improvements
y)	Location of all mechanical equipment and type of screening provided.
z)	Location of existing and proposed signage including area.
aa)	All fences and /or retaining walls
bb)	Types and locations of fire protection/detection systems that will be used
cc)	Location of on site fire hydrants, Fire Department hose connections and the respective flow calculations to meet the IFC for installed fire protection systems
dd)	Streams, wetlands, channels, ditches and other watercourses on the site and adjacent properties.
ee)	Open space that will remain undisturbed and undeveloped.
ff)	Multi-family residential projects shall include the following information _____ Total acres of the subject property _____ Total number of dwelling units and density per acre _____ Percentage of proposed site coverage for buildings and hard surfaced areas

Section 2. Utilities, Grading & Drainage Plan

a)	Drainage, Grading, and Erosion Control Plans signed by a licensed Wisconsin Engineer.
b)	Storm runoff calculations signed by a Licensed Wisconsin Engineer.
c)	Provide a legend identifying all line types, symbols, and abbreviations used on the plans.
d)	Show all property and right-of-way lines.
e)	All elevations shall be USGS NAVD 88
f)	Show all existing and proposed public and private easements for utility, drainage, or other purposes.
g)	Show all existing and proposed improvements/features for the site and adjacent to the property. (street, curb & gutter, right-of-way widths, sidewalks, existing and proposed utilities, etc.). Copper water laterals are required in the ROW.
h)	Show all proposed storm sewer, sanitary sewer, and water service system information on the plans (i.e. rim elevations, invert elevations, pipe sizes, materials, and slopes, etc.) No HDPE pipe in the ROW.
i)	Provide site data table including total area, disturbed area, and impervious area before and after development.
j)	Show the lowest floor elevations of all existing and proposed buildings.

k)	<p>Show all applicable details. Examples include but are not limited to:</p> <p>____ Proposed storm sewer manholes, catch basins, culvert/outlet pipe flared end sections</p> <p>____ Drainage swales</p> <p>____ Rip Rap</p> <p>____ Proposed pavement sections (asphalt & concrete)</p> <p>____ Retaining Walls</p>
l)	Existing and proposed contours at one-ft. (1') intervals.
m)	Show flow direction areas clearly using arrows indicating direction of drainage.
n)	<p>Indicate the % slope for all drainage swales.</p> <ul style="list-style-type: none"> • In locations where rear or side lot drainage occurs, minimum 2% slope • If 2% is not achievable for rear or side drainage, identify spot elevations every 50' with minimum slope of 0.75%
o)	<p>Identify all permits required and applied for:</p> <p>____ WI-DOT</p> <p>____ WI-DNR NOI (or WI Dept. of Commerce NOI with Erosion Control spreadsheet)</p> <p>____ WI-DNR Chapter 30</p> <p>____ Winnebago County</p> <p>____ City of Oshkosh Right-of-Way Permit</p> <p>____ Township _____</p> <p>____ Other _____</p>
p)	Note on the plans that requires the contractor to contact the City of Oshkosh Water Distribution Utility at 232-5330 at least 7 days prior to any work involving the public water main (including lateral connections)
q)	Note on the plans that states all erosion control measures should be implemented and constructed in accordance with Wisconsin DNR Technical Standards
r)	Note on the plans that states all worked performed within the right-of-way or any easements conforms to City of Oshkosh specifications
s)	Note on the plans that states to use 3M ScotchMark Model 1404-XR wastewater and 1408-XR markerballs or equal to provide location of the sanitary and storm laterals. One ball shall be provided at the connection to the main, one ball 2' off the ROW into the ROW, and one ball at all horizontal and vertical bends. Maximum depth of bury of the marker ball is 5 feet.
Storm Water Runoff Calculations and Hydrologic Plans	
t)	<p>Narrative Description including:</p> <p>____ Detailed narrative describing the site and summarizing the analysis performed</p> <p>____ Site location</p> <p>____ Detailed description of existing and proposed conditions</p> <p>____ Detailed description of water quality analysis and design for the site</p> <p>____ Detailed description of NR 151 infiltration standards for the proposed development</p> <p>____ Methods used for analysis</p> <p>____ Summary of calculations and results</p> <p>____ Hydrologic map(s)</p>

u)	<p>Hydrologic maps of the site showing pre-developed and post-developed conditions:</p> <ul style="list-style-type: none"> _____ Topography of the site and adjacent properties _____ Watershed and sub-watershed delineations, including delineation of offsite areas tributary to the proposed site _____ Existing and proposed contours shown at one-ft. (1') intervals _____ Path chosen for Time of Concentration (Tc) (indicate separate segments for sheet, Shallow concentrated, and channel flow.)
v)	<p>Hydrologic and Hydraulic calculations:</p> <ul style="list-style-type: none"> _____ Rainfall depth data for the City of Oshkosh shall be obtained from the Rainfall Frequency Atlas of the Midwest (Bulletin 71) _____ Drainage Basin areas _____ Soil types and hydrologic soils group _____ Cover description _____ Curve Number calculations (include weighted curve number calculations for areas with multiple cover types) (Maximum CN value for existing conditions = 78) _____ Time of Concentration calculations _____ Peak flow calculations for the existing and proposed 2, 10 and 100 year storm events of 24 hour duration. _____ Hydraulic calculations for proposed storm sewer design
w)	<p>Detention Basin Design:</p> <ul style="list-style-type: none"> _____ The detention facility shall safely contain the runoff volume to attenuate the peak discharge as follows: The peak runoff rate from a 10 year and 100 year storm after development shall not exceed the pre-developed runoff peak from the 10 year and 24 hour storm event. The peak runoff rate of 2yr-24hr event after development shall not exceed 2yr 24hr runoff prior to development. _____ Include the elevation-storage relationship and the elevation-outflow relationship for each detention basin _____ Include calculations/computer model analysis of hydrograph routing through the detention facility _____ Hydraulic design (including calculations) of outlet structure/pipe _____ Identify and label on the plans, the proposed 100 year ponding elevation for each detention basin _____ Include provisions for safely passing runoff in excess of the 100 year post developed condition. Identify and label the overflow elevations(s) and include a detail for pond overflow. _____ Include a cross-section of proposed detention basin with maximum slopes not to exceed 4:1.
x)	<p>Provide floatable debris control and anti-seep protection on the pond outlet structure.</p>
<p>Section 3. Erosion Control Plan</p>	
a)	<p>Intended sequence of major land disturbing activities with anticipated dates (e.g., clearing, grubbing, excavating, grading, utility street installation, stabilization, etc.)</p>
b)	<p>Estimate, including calculations, or pre and post runoff coefficients of site.</p>

c)	Description of existing surface and subsurface soils (USDA-NRCS Soil Survey)
d)	Depth to groundwater (USDA-NRCS Soil Survey).
e)	Limits of land disturbance shown on USGS 7.5 minute series USGS topographic map (only for sites 10 or more acres in size).
f)	Name of immediate receiving water from 7.5 minute series USGS topographic map.
g)	Description of practices used to divert flow away from exposed soils or limit runoff volume from site including schedule of implementation.
h)	Description of all practices used to control erosion or trap sediment, including anticipated implementation schedule (tracking pads, inlet protection, ditch checks) (check proper separation distance considering slope, soil type, and flow velocity), channel stabilization, clean water diversions, overland flow BMPs, sediment traps/basins, stockpile management, permanent stabilization, waste management, etc.)
i)	Descriptions of temporary and permanent soil stabilization practices. Include anticipated schedule for implementation (e.g., phasing of construction, temporary stabilization (seed, mulch, etc.), stockpile management, final stabilization, erosion matting, etc.).
j)	All supporting calculations for structural BMPs to demonstrate that BMP designs meet standards. Include calculated dewatering times for sediment basins, etc.
k)	Calculations showing appropriate sediment reduction.
l)	Site dewatering provisions (correct dewatering BMPs).
m)	Provisions for cleaning up off-site sediment deposits and list how often.
n)	Provisions to minimize airborne dust leaving site.
o)	Provisions for disposal of construction and waste materials.
p)	City Truck Route Map shown on the plans. See the City of Oshkosh web page (Departments-Public Works-Engineering). The subject document is titled “ Designated Truck Routes ” under the Quick Links section of this page.

Erosion Control Map shall include the following:

a)	Scaled at 100 feet per inch or less and contour interval at two feet or less.
b)	Existing topography, vegetation, drainage systems, and surface waters on and adjacent to the site (show enough of adjacent properties to show runoff patterns onto, through, and from the site).
c)	Locations and delineation of on-site and potentially impacted wetlands.
d)	Existing and planned buildings, roads, and all utilities.
e)	100 year floodplain, flood fringe, floodways, and flood storage.
f)	Location of soil types (USDA – NRCS Soil Survey)
g)	Boundary of the project site.
h)	Boundary of the disturbed area (phasing boundaries shown if applicable).
i)	Existing and planned locations where storm water is discharged from site (surface and subsurface).
j)	Stone tracking pads at all egress driveways.
k)	Perimeter control measures (silt fencing, earthen berms, etc.)
l)	Storm drain inlet protection (on-site and off-site if needed).
m)	Ditch checks
n)	Stockpile locations and control measures.
o)	Clean water diversions.

p)	Sediment traps or sediment basins.
q)	Velocity dissipation at outfalls.
r)	Stabilization of steep slopes (erosion mat needed?)
s)	Stabilization of drainage ways (erosion mat needed?).
t)	Detail sheet of all BMP's as applicable (inlet protection, tracking pad perimeter control, sediment basins or traps with all design parameters shown, ditch checks, etc.)
u)	Temporary and permanent soil stabilization practices (seed, mulch, etc.)
v)	Roof water downspout protection.
w)	Planned final site conditions, including landscaping.
x)	Note on the plans stating all trucks shall take the shortest route to the nearest truck route. The City Engineering Department may approve an alternate route upon request.

Section 4. Landscape and Lighting Plan (show property lines)

a)	Table with developed area calculations and parking lot perimeter to determine the amount of trees and shrubs required.
b)	Location, size at planting, quantity, species and variety of proposed trees, shrubs, ground cover and other landscape features. All plants should be drawn at the spread they will achieve at maturity.
c)	Location, size, and type of all existing plant material on the site and all trees and shrubs to be saved and/or removed.
d)	Refuse disposal area and screen detail.
e)	Schedule for installation of landscaping.
f)	Identification of finished height and width of landscape elements. A landscape schedule that includes key abbreviation, graphic symbol of vegetation, botanical name of plants, common name of plants, quantity of plants, size of plant at planting and size of plant at maturity should be included.
g)	Location of exterior lighting fixtures, either mounted on the building or freestanding light along with dispersion pattern, intensity of light and cut-off shielding that reflects light downward and in which the light source is not visible from adjacent properties.

Section 5. Architectural & Construction Plans

a)	Dimensioned elevations of all exterior walls
b)	Identification of the size of basement/below grade space or clearly mark "not below grade space" on the site plan.
c)	A list of the type of roof, wall and all trim materials, colors and textures.
d)	Changes or additions to existing buildings or materials clearly identified.

Floor Plans

a)	Provide standard floor plans of all floors including the basement.

Additional Information (when applicable)	
a)	Approval from other jurisdictions or agencies.
b)	Written easement agreements (i.e. utility, ingress/egress, drainage, etc.)
c)	Stormwater Pre-Submittal Meeting completed.
d)	Lot combination requested.
The Planning Director may waive any one of the above plans, or portions of plans when such are not applicable for the review of a particular type of development.	

Comments:
