



SITE PLAN REVIEW PERMIT APPLICATION

Site Plan Review: _____ Page 1 of 2

CITY OF JANESVILLE - BUILDING DIVISION 608-755-3060

18 N. JACKSON ST., P.O. BOX 5005, JANESVILLE, WI 53547-5005

Erosion Control Review: _____

Stormwater Review: _____

PARCEL # _____

Applications will not be processed unless all required information for the specific application type is submitted and applicable fees are paid. No partial applications will be accepted and final acceptance will be determined by the Building Director at the time of initial submission.

CONTACT INFO	Company Name	Contact Name	Address	Phone #	E-Mail
Applicant:					
Property Owner:					
Contractor:					
Architect:					

PROJECT LOCATION BUILDING ADDRESS: SUITE # (Attach legal description for the Airport Overlay District ONLY)	ZONING DISTRICT

DESCRIPTION OF PROPOSED PROJECT/SCOPE OF WORK:		CITY USE ONLY	
Project: (check one) <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Other: _____		Date Submitted: _____	
Questions: (Circle one) Y N Will the site include outside refuse facilities? Y N Is this property located in the airport overlay? Y N Is this property located in the well head district? Y N Is this property located in a floodplain? Y N Is this property located in a historic district? Y N Is the proposed occupancy a change in use?		Site Plan Review Fees \$300.00 New Bldg. \$ _____ \$250.00 Addn-Other \$ _____	
Setbacks: (per site plan) _____ Front _____ Rear _____ Left _____ Right _____ Corneryard	Sprinklering: (Circle one) _____ Partial _____ Complete _____ None	Erosion Control Fees \$102.00 < 1 Acre \$ _____ \$388.00 1-5 Acres \$ _____ \$775.00 > 5 Acres \$ _____	
Parking (# of stalls): _____ Existing # on Site _____ Total # Required _____ # which will be improved _____ # which will be "reserved"		Stormwater Design Review Fees \$240.00 1-5 Acres \$ _____ \$720.00 > 5 Acres \$ _____ \$100.00 Re-Review \$ _____	
Site Plan Details: _____ sf Total Lot/Parcel Area _____ sf Project disturbed area _____ sf Greenspace required _____ sf Greenspace provided _____ sf Tot. Impervious Area (post construct.)		TOTAL \$ _____	
Existing Use: _____ New Use (If applicable): _____		Project Assigned to: _____	
Construction Type: _____			

AIRPORT OVERLAY DISTRICT ONLY: I accept mitigating responsibility to ensure that any use, construction or alteration of such use is compatible with the City of Janesville Ordinance Chapter 42, Article XVI, Airport Overlay Zoning District. I agree to secure all necessary permits from all federal, state and local agencies. A signed and recorded Affidavit to this effect is attached for the City of Janesville.

The applicant agrees to comply with the Wisconsin Administrative Codes and the City of Janesville General Ordinances and with the conditions of this permit. The applicant further understands that the issuance of the permit creates no legal liability, expressed or implied, for the City of Janesville. The applicant certifies the information submitted is accurate. The applicant agrees to allow the Building & Planning Division and Fire Department personnel the right to inspect the property for code compliance during normal business hours. The applicant states that he/she has the property owner's authority to execute this agreement and permit.

The Site Plan Review Application Checklist (Page 2) is completed and attached.

X _____
 PROPERTY OWNER OF RECORD AUTHORIZATION (Required) _____ DATE _____ Print or Type Name _____

X _____
 APPLICANT SIGNATURE _____ DATE _____ Print or Type Name _____

Pre-Application Meeting: Set up an appointment with a Site Plan Review Coordinator. Bring in your preliminary site plan and any other supporting documents you may have. If a conditional use permit or variance is required, Staff will provide you with the applications and scheduling information. **PRE-APPLICATION MEETING DATE:** _____

- Submit a completed site plan review application and application fees.
- Submit a scaled site plan (1 inch = 50 feet or less) including (two paper sets and an electronic copy)
 - North arrow, all property lines, parcel dimensions and easements
 - Existing and proposed buildings and structures: location, size, height, and proposed uses;
 - Walls, fences, plantings (except when a landscaping plan is submitted), open space and green area by location, height and materials;
 - Off-Street parking: location, number of spaces, dimensions of parking areas and circulation patterns;
 - Points of ingress/egress showing widths of planned and existing curb openings at property/curb lines;
 - Off-street loading: location/dimensions and delineation through the use of turning path templates that the proposed loading area is of sufficient size to accommodate the intended vehicles.
 - Directional traffic flow arrow markers or directional signage placement proposed for the site
 - Location of trash containers: dimensions, elevations and type of screening;
 - Sidewalks, fire hydrants, lighting poles, street dedications and any other such improvements.

Other items required to be submitted along with the site plan (two paper sets and an electronic copy):

- Architectural scaled drawings indicating building foundation/floor plans, exterior elevations and proposed exterior building materials and colors; When the Physical Development Standards apply, color renderings are preferred and may be required.
- Landscaping plan.
 - Foundation Planting Legend - Species/planting height/points required/points provided. (Applies only to the Physical Development Standards)
 - Paved Area Planting Legend - Species/planting height/points required/points provided
 - Street Tree Legend: # required & # provided
 - Existing Plantings: may be shown and calculated points applied.
 - Greenspace Legend: % required & % provided.
 - Screening: fences or landscape buffers.
- Signs: location, type, materials, color renderings showing dimensions.
- Exterior Lighting Plan: location, type and a photometric analysis indicating that the proposed illumination levels are consistent with the zoning standards; Exterior light fixture cut-sheets must be provided.
- Grading and drainage plan;
- Stormwater management report and calculations (if disturbed project area is one acre or more);
- Utility plan showing all existing and proposed utilities onsite;
- Stormwater Utility Application showing the total post-development impervious area. (No fee.)
- Erosion control plan;
- Other data as may be required by the building official or Plan Commission to make their findings
- For parcels with area included in the shoreland-wetland overlay district, provide information as regulated by Article XV of the Zoning Ordinance.

Set up an appointment with Staff to verify the submittal is complete. **SUBMITTAL MEETING DATE:** _____

This checklist is completed by:

Signature

Title/Co.Name

Date / Print Name