

VILLAGE OF ROCHESTER

203 W. Main St., P.O. Box 52, Rochester, WI 53167
(262) 534-2431 Fax (262) 534-4084

Site & Operational Plan Application

Village Municipal Code Ch. 15, subsection 13 requires Plan Commission approval of Site & Operational Plans.

The following information and documentation is required to be submitted to the Village Clerk-Treasurer's office by the third Wednesday of any month preceding the first Wednesday of the month in which you wish Plan Commission consideration. Please include the following information with your completed Site Plan Application.

- Twelve (12) copies of the site plan (11 x 17, folded to 8 ½ x 11 to accommodate mailing).
- Any additional information required by the Building Inspector, Plan Commission or Village Board.

Please type this information if possible.

NAME OF PROJECT (Include Parcel Number)	
Owner's Name	
Owner's Address	
Owner's Phone	
Owner's Fax #	
Developer's Name	
Developer's Address	
Developer's Phone	
Developer's Fax #	
Ordinance Number Permitting your use	
Present Zoning Classification	
Date of Plan Submittal	

Signature of Petitioner

Date of Signature

Signature of Owner

Date of Signature

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Agreement for Reimbursable Services
By Petitioner/Applicant/Property Owner

The Village may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in its review of a proposal coming before the Plan Commission. The Village reserves the right to apply the charges for these services as well as for staff time expended in the administration, investigation and processing of applications to the Petitioner.

The Petitioner is required to provide the Village with an executed copy of this agreement as a prerequisite to the processing of the development application. The submittal of a development proposal application or petition shall be construed as an agreement to pay for such professional review services applicable to the proposal. The Village may delay acceptance of the application or petition as complete, or may delay final approval of the proposal, until the Petitioner pays such fees. Review fees which are applied to a Petitioner, but which are not paid, may be assigned by the Village as a special assessment to the subject property.

_____, the applicant/petitioner/ property owner(s) for
(Names)
_____, dated _____, 200____,
(Nature of application/petition)

agrees to reimburse the Village of Rochester for all consultant services (e.g. engineering, planning, surveying, legal) required to process this application in addition to those normal costs payable by an applicant/petitioner (e.g. filing or permit fees, publication expenses, recording fees, impact fees, etc.), and, further, agrees to reimburse the Village for other administrative staff review if, in the judgment of the Village Board, such reimbursement is warranted.

Dated this _____ day of _____, 200____.

(Signature of Applicant/Petitioner)

(Signature of Property Owner, if Different from Applicant/Petitioner)

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Procedural Checklist for Site Plan Application

This form is designed to be used by the Applicant as a guide to submitting a complete application for a site plan review *and* by the Village to process said application.

Site Plan shall include the following information:

Please check box if included.

- A site plan of the property accurately dimensioned showing the location of all existing and proposed structures and use area.
- A title block including the name of the project; and the name, address, and phone/fax number(s) of the current property owner and/or agent(s) (developer, architect, engineer, planner) for the project.
- The date of the original plan and the latest date of revision to the plan.
- Existing topography shown at a contour interval not less than two (2) feet, (or where not readily available elevations at appropriate locations).
- Proposed changes in topography.
- The characteristics of soils related to contemplated uses.
- Site and surrounding zoning district(s) (and *proposed* zoning district(s), if different). **Note:** Per Ch. 15, subsection 2.08 (2)(d), indicate how the development will comply with buffer-yard requirements as they apply to different zoning districts, when applicable. (Village of Rochester Municipal Code).
- The type, size, height, location and dimensions of all structures including fences and walls, including detailed information on the primary building materials to be used. **Note:** For design standards refer to Ch. 15, subsections 2.08 (c) and (d). (Village of Rochester Municipal Code)
- Location and number of parking, loading and storage areas, including the solid waste (refuse) storage area. **Note:** For design standards, refer to Ch. 15, subsection 2.08 (d)(8); for minimum parking, loading and access requirements, refer to Ch. 15, subsection 6. (Village of Rochester Municipal Code)
- Location and size of existing and proposed sanitary sewers, septic tanks and disposal fields, holding tanks, storm sewers and water mains.
- Location of pedestrian sidewalks and walkways. **Note:** For design standards, refer to Ch. 15, subsection 2.08 (5.) (Village of Rochester Municipal Code)

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- A graph indicating how the development meets minimum open space percentage requirements. Note: refer to Ch. 15, subsection 2.08 (2.) (Village of Rochester Municipal Code)
- Existing and proposed public right-of-way widths.
- Location, type, height and intensity of proposed lighting. **Note:** For design standards, refer to Ch. 15 subsection 2.08 (6.) (Village of Rochester Municipal Code)
- Location of existing trees, and extent and type of proposed plantings including type and extent of erosion control. **Note:** For design standards, refer to Ch. 15 subsection 2.08(2)(b) (Village of Rochester Municipal Code)
- A graphic delineation of any planned development staging.
- Any other site or use information, such as 100 year interval flood lines, which will assist the Plan Commission in making a determination and recommendation on the proposal.

If applicable, operations plan data to be submitted with all plan review applications shall include at least the following:

- Specific use of site and building(s).
- Hours of operations.
- Number of full and part time employees.
- Estimate of daily truck and auto trips to the site.
- Type of materials and equipment to be stored on site.
- Method of handling solid and liquid waste disposal.
- Method of exterior maintenance (site and buildings).
- Method of site and building security other than local police.
- Copies of all special use permits issued by state or county agencies.
- Any other information which will assist the Plan Commission in making a determination and recommendation of the proposal.