



**Site Plan Review Checklist – Page 1**

Mail: P.O. Box 13 Location: 8358 County Road T – Larsen, WI 54947  
 Phone – 920-836-2007 Fax – 920-836-2026  
 Email – [toc@new.rr.com](mailto:toc@new.rr.com) Web Page – [www.focol.org/townclayton](http://www.focol.org/townclayton)

ARE ALL OF THE FOLLOWING NATURAL/EXISTING FEATURES SHOWN & LABELED?

**Drawn Approved**  
 By By

- \_\_\_\_\_ \_\_\_\_\_ Streams, marshes, wetlands
- \_\_\_\_\_ \_\_\_\_\_ Woods, trees
- \_\_\_\_\_ \_\_\_\_\_ Fences
- \_\_\_\_\_ \_\_\_\_\_ Railroads
- \_\_\_\_\_ \_\_\_\_\_ Ex. drainage facilities
- \_\_\_\_\_ \_\_\_\_\_ Ex. sewer systems
- \_\_\_\_\_ \_\_\_\_\_ Ex. water main system
- \_\_\_\_\_ \_\_\_\_\_ Ex. Gas mains
- \_\_\_\_\_ \_\_\_\_\_ Ex. Electric Lines
- \_\_\_\_\_ \_\_\_\_\_ Ex. Telephone Lines

**Drawn Approved**  
 By By

- \_\_\_\_\_ \_\_\_\_\_ Driveways
- \_\_\_\_\_ \_\_\_\_\_ Roads, streets (pavement type)
- \_\_\_\_\_ \_\_\_\_\_ Airports
- \_\_\_\_\_ \_\_\_\_\_ Buildings
- \_\_\_\_\_ \_\_\_\_\_ Environmentally sensitive areas

**Drawn Approved**  
 By By

\_\_\_\_\_ \_\_\_\_\_ Name of project, address legal description of property, tax key number of each lot, description of proposed use and both existing and proposed zoning descriptions.

\_\_\_\_\_ \_\_\_\_\_ Location map.

\_\_\_\_\_ \_\_\_\_\_ Name, address and phone number of the record property owner and site plan preparer (include fax number if available).

\_\_\_\_\_ \_\_\_\_\_ The signature of the surveyor, engineer or architect who is responsible for site plan preparation along with the revision date(s) clearly marked on the plan.

\_\_\_\_\_ \_\_\_\_\_ North arrow, date of preparation and revision.

\_\_\_\_\_ \_\_\_\_\_ Dates and scale.

\_\_\_\_\_ \_\_\_\_\_ Name(s) of adjacent or surrounding streets.

\_\_\_\_\_ \_\_\_\_\_ Recorded property lines and their dimensions.

\_\_\_\_\_ \_\_\_\_\_ The total land area in the development including the percentage of lot coverage for all impervious surface areas.

\_\_\_\_\_ \_\_\_\_\_ The schedule of phasing for this project if to be completed in phases.

\_\_\_\_\_ \_\_\_\_\_ The location of all existing structures, their dimensions, number of stories and their locations on the parcel.



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### Drawn Approved

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- \_\_\_\_\_ Identify what types of products will be manufactured, sold and/or stored on site.
- \_\_\_\_\_ Identify all types of hazardous materials to be stored on site. If none, state “No hazardous materials will be stored on site”.
- \_\_\_\_\_ Identify if there will be food and/or beverage sales, a public swimming pool or whirlpool, or overnight lodging at this location.
- \_\_\_\_\_ If buildings are to be removed, the site plan shall so indicate.
- \_\_\_\_\_ A note shall appear on the face of the site plan that indicates the calculations for parking and loading requirements which must identify: All existing uses on the property, the number of existing, proposed and future employees based on a five (5) year projection, the gross floor area and useable floor area for existing buildings, expanded buildings and proposed buildings and a calculation of required handicapped accessible parking spaces. Any joint use of parking must be in writing, approved by the Town Administrator, signed by both parties involved and attached and recorded in the Register of Deeds Office.
- \_\_\_\_\_ Show barriers, curbing or wheel stops.
- \_\_\_\_\_ 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 and radii or flares on driveway aprons to public roads. For parking areas, identify all proposed and existing stop signs at all private driveway exits onto public roadways. If stop signs are required, add a note on the site plan identifying: “Stop signs shall be installed and maintained in accordance with the Federal Highway Administration Manual of Uniform Traffic Control Devices. Latest version.
- \_\_\_\_\_ For drive-through uses, show vehicle stacking spaces and pedestrian access to entry doors that do not cross drive-through lanes.
- \_\_\_\_\_ Identify all existing and proposed sidewalks with grade elevations and handicap access at driveways.
- \_\_\_\_\_ Identify snow storage areas located outside of setbacks, in required parking areas and vision clearance triangles.
- \_\_\_\_\_ Dimensions of all required yard setbacks for buildings and off-street parking.



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- \_\_\_\_\_ \_\_\_\_\_ The location and extent of all existing and proposed outdoor storage and outdoor display.
- \_\_\_\_\_ \_\_\_\_\_ The location and detail of refuse containers and their enclosures, pedestrian-type walkways, traffic control dividers, tree islands and other similar improvements.
- \_\_\_\_\_ \_\_\_\_\_ The location of all outdoor mechanical equipment and the type of screening provided.
- \_\_\_\_\_ \_\_\_\_\_ Location of existing and proposed signage, sign elevation showing the height of sign to grade, height and face dimensions, color, typeset, materials, lighting and orientation of signage.
- \_\_\_\_\_ \_\_\_\_\_ Location, height, elevations and materials of all fences or retaining walls.
- \_\_\_\_\_ \_\_\_\_\_ Location, size and use of any buildings, driveways and public rights-of-ways within fifty (50) feet of property lines and driveways, including those located across the street.
- \_\_\_\_\_ \_\_\_\_\_ Identify the types of fire protection/detection systems will be used.
- \_\_\_\_\_ \_\_\_\_\_ The statement “A Knox Box will be provided at the front entrance” shall be included on the site plan, if site will be fenced and gated.
- \_\_\_\_\_ \_\_\_\_\_ Identify the location and presence of all fire related wall assemblies.
- \_\_\_\_\_ \_\_\_\_\_ Identification of the class of construction in accordance with State Building Code.
- \_\_\_\_\_ \_\_\_\_\_ When abutting a site plan project, any public right-of-way shall be identified with accurate locations for existing and proposed facilities such as streets, curbs, sidewalks, planters, street trees, utility poles, traffic signs and signals, median islands, project driveways, driveways on opposite street frontages, and other improvements.
- \_\_\_\_\_ \_\_\_\_\_ Locate and label, whether underground or overhead, all existing and proposed utility lines and easements with sizes and material designations, and slopes (as needed), including sanitary sewer (manholes, laterals and clean outs), storm sewer (manholes, laterals and catch basins), gas, telephone, cable and electric lines.
- \_\_\_\_\_ \_\_\_\_\_ Calculate drainage area for each catch basin. Indicate the size and slope of the utility lines that will be tapped into in the adjacent street.



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By            By

- \_\_\_\_\_ \_\_\_\_\_ Show all existing and proposed public and private easements for utility, drainage, sewer, parking, access and other purposes, and all easements on surrounding properties benefiting the subject property. If existing utilities are to be abandoned, clearly state the method of abandonment.
- \_\_\_\_\_ \_\_\_\_\_ Identify all existing and proposed sanitary sewer mains and laterals, including: methods of connection to public mains, easements, size, materials, slope, manholes, rim elevation, invert elevations, clean outs, plumbing code calculations, how many drainage fixture units and public mains for connection.
- \_\_\_\_\_ \_\_\_\_\_ Identify all existing and proposed storm sewer mains and laterals, including the method of connection to the public main (if applicable), easements, size, materials, slope, manholes, inlets, catch basins, yard drains, rim elevations, invert elevations, area map for drainage to each catch basin, square feet draining to each catch basin, plumbing code calculations, roof drain discharges and/or connections, square foot or roof area and public systems for connection.
- \_\_\_\_\_ \_\_\_\_\_ Identify all existing and proposed surface run-off features, including easements, swales, open channels, type of surface, rip rap, flowpath of runoff from upstream areas, and flow path for run-off leaving the site.
- \_\_\_\_\_ \_\_\_\_\_ Identify existing topography (by dashed lines) at one (1) foot intervals and proposed grade elevations per U.S.G.S. datum for the building, parking lot, catch basin inlet, rim and invert elevations, drives, surrounding open areas and including all property within fifty (50) feet using contour lines and spot elevations and drainage flow arrows as needed to define drainage patterns.
- \_\_\_\_\_ \_\_\_\_\_ List all existing and proposed grades for first floor elevations and catch basin inlet rim and invert elevations.
- \_\_\_\_\_ \_\_\_\_\_ Show details of all existing and proposed retaining walls, swales and inlets.
- \_\_\_\_\_ \_\_\_\_\_ Provide all erosion control information as required by Winnebago County and the Department of Commerce.
- \_\_\_\_\_ \_\_\_\_\_ Identify all 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.



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Drawn \_\_\_\_\_ Approved \_\_\_\_\_  
By \_\_\_\_\_ By \_\_\_\_\_

- \_\_\_\_\_ Provide cross-sections for all pavement and identify depth base gravel base and thickness of hard-surfaced pavement (concrete or asphalt compacted).
- \_\_\_\_\_ Locate all trees over six (6) inches in diameter and indicate whether they will remain, be relocated or be removed. Identify any other significant vegetation that is to remain and the means of protection during construction.
- \_\_\_\_\_ Identify the location size, species and variety of proposed trees, shrubs, ground cover and other landscape features that will be used to control erosion, or screen parking, truck loading, refuse disposal, and outdoor storage from adjacent residential districts and the public right-of-way.
- \_\_\_\_\_ Identify the finished height and width of landscape elements.
- \_\_\_\_\_ Provide a planting schedule that includes a key abbreviation, graphic symbol of vegetation, common name of plants, quantity of plants, size of plant at planting and size of plant at maturity.
- \_\_\_\_\_ Identify type of temporary and finishing materials, including seeded grass, sod, type of mulch in planting beds, pavers, concrete and asphalt.
- \_\_\_\_\_ Identify streams, wetlands, channels, ditches and other watercourses on the site and on adjacent properties.
- \_\_\_\_\_ Identify the 100-year floodplain, including flood fringe, floodway and flood storage areas.
- \_\_\_\_\_ Identify all open space that will remain undisturbed and undeveloped.
- \_\_\_\_\_ Provide dimensioned elevations of all exterior walls (photographs may be substituted for existing elevations to remain unchanged).
- \_\_\_\_\_ Identify the size of basement/below grade space or clearly mark “not below grade space” on the site plan.
- \_\_\_\_\_ Changes or additions to existing buildings or materials clearly identified.
- \_\_\_\_\_ Identify the location(s) or outdoor display areas and/or outdoor storage areas.
- \_\_\_\_\_ The Town Administrator may require additional information or may waive submission requirements as deemed necessary for thorough and efficient review.