



# SITE PLAN

## CITY OF MIDDLETON CHECKLIST

### REQUIREMENTS PER [SECTION 10.10.43](#)

#### APPLICABILITY

Site plan review and approval shall be required for changes to site characteristics as listed in Section 10.10.43(3).

#### APPLICATION REQUIREMENTS

The City **strongly prefers** to receive the application electronically via e-mail to [planning@cityofmiddleton.us](mailto:planning@cityofmiddleton.us), although a paper copy will also be accepted.

- 1) Plan Commission meets the 2nd and 4th Tuesday of most months at 7:00 PM in the Council Chambers of Middleton City Hall.
- 2) The application packet materials must be submitted **AT LEAST SIX WEEKS** prior to a Plan Commission meeting for staff review unless Planning Staff have authorized a different timeline.
- 3) Application fee and \$5,000 escrow deposit for the City's consultant plan review is required at time of submission to be considered a complete package.
- 4) Failure to submit a complete package may result in the return of all items, a resubmittal fee, and a delay in your project.
- 5) Larger and more complex projects will require additional review time, and staff will be in contact regarding the agenda and timeline.

#### SUBMITTAL REQUIREMENTS:

- Completed and signed Plan Commission Application.
- Written description of the intended use describing in reasonable detail the following, unless specific application requirements are waived in writing by the Zoning Administrator:
  - Name and complete contact information for the applicant, landowner, developer, and project engineer or planner.
  - Development / Project title.
  - Legal description and tax parcel number of the subject property.
  - Existing zoning district(s) and, if different, the proposed zoning district(s).
  - Existing and proposed land uses.
  - Projected number of residents, employees, and/or daily customers.
  - Proposed number of dwelling units and density.
  - Demonstration of compliance with the applicable standards and requirements of the City of Middleton Zoning and Municipal Code.
  - Demonstration of consistency with the City's land dedication or fee in lieu of land dedication requirements of the City of Middleton [Ordinance Fee Schedule](#).
  - Fencing materials (Section 10.06.40).
  - Any other information pertinent to adequate understanding of the intended use and its relation to nearby properties.
- A location map showing the subject property and illustrating its relationship to the nearest street intersection.
- Pre-Development Site Information.
  - The signature of the surveyor, engineer, or architect responsible for site plan preparation along with revision dates.
  - Location of all existing structures within 50 feet of the property boundaries.

- Existing property lines and setback lines.
- Existing structures and paved areas.
- Existing right-of-way lines with bearings and dimensions clearly labeled, including names of adjacent or surrounding streets.
- Existing easements and utilities.
- Existing and proposed topography with a maximum contour interval of 2 feet, except where existing ground is on a slope of less than 2 percent where 1 foot contours shall be shown.
- Existing on-site soil classification.
- The outer edges of all natural resource areas (i.e., floodplains, shorelands, wetlands, drainageways, woodlands, steep slopes).
- Proposed Post-Development Site Information.
  - Property lines and setback lines.
  - Location of all proposed structures and use areas, including paved areas, building entrances, walks, drives, decks, patios, fences, utility poles, and drainage facilities.
  - Proposed right of way lines with bearings and dimensions clearly labeled.
  - Proposed access points onto public streets and access drives on the subject property, including driveway widths with flares on driveway aprons to public streets.
  - Location of any existing and proposed sidewalks with grade elevations.
  - Location and dimension of all on-site parking (and off-site provisions if they are to be employed), including a summary of the number of parking stalls provided.
  - Location of all proposed parking and traffic circulation areas, including any proposed or existing stop signs in private driveways.
  - Location and configuration of all visibility triangles proposed on the subject property.
  - Location and dimension of all loading and service areas on the subject property.
  - Location of all outdoor storage areas and the design of all screening devices. (Section 10.06.21)
  - Location of all rooftop, wall-mounted, and ground-mounted mechanical equipment, and the design of all screening devices.
  - Location and type of all stormwater facilities and management approach to be employed and a copy of the proposed maintenance agreement. See Chapters 19 and 26 of the City of Middleton Municipal Code.
  - Proposed easement lines and dimensions with a key provided and explanation of ownership and purpose. Easement documents governing public access or cross access should be provided for review.
  - Location and size of all gas, electric, water, storm and sanitary utilities serving the parcel.
  - Location, type, height, size, and lighting of all signage on the subject property.
  - In the legend, include the following data for the subject property: lot area, flood area, floor area ratio, impervious surface area, impervious surface ratio, and building heights.
- Detailed Landscaping Plan. If required, a landscape plan depicting the location, type, and size at time of planting and maturity of all landscaping features as required in Article VIII.
- Grading and Erosion Control Plan. Scaled drawing depicting existing and proposed grades, including retention walls and related devices, and erosion control measures. Written erosion control plan indicating pre-site disturbance elements, maintenance and inspection timing of same during construction, provisions for temporary stabilization during construction and final stabilization plan. See [Chapter 26 and 28 of the City of Middleton Municipal Code](#) for requirements.
- Elevation Drawings.
  - Elevations of proposed buildings or proposed remodeling of existing buildings showing finished exterior treatment and all rooftop, wall-mounted, and ground-mounted mechanical equipment.

- Depict exterior materials, texture, color, and overall appearance.
- Perspective renderings of the proposed project and/or photos of similar structures may also be submitted, but not in lieu of drawings showing the actual intended appearance of the building(s).
- Photometric Plan (Chapter 33)
  - Location, type, height, design, illumination power, and orientation of all exterior lighting on the subject property.
  - Impact of lighting across the entire property to the property lines rounding to the nearest 0.10 foot candles.
- Operational Plan.
  - Describe the proposed hours of operation and traffic generation.
  - Procedures for snow removal, including location of snow storage areas. Does not apply to single and two family residential.
- All CAD files converted to PDF with SHX text set to 0 or 3.
- Maximum file size of 30 MB.

Note: If the property is located within the Downtown Design District Overlay, please see Section 10.10.44 and the Downtown Design Overlay application for more details.

<b>FEES:</b>	In accordance with the fee schedule in <a href="#">Sec. 3.12 Appendix A</a>	
	Site Plan Review	\$200
	Site Plan Revisions	\$50

**SECTION 10.10.61(2) ESCROW DEPOSITS:**

<b>ESCROW DEPOSIT</b>	An Escrow Deposit of \$5,000 is required per Sec. 10.10.61 to cover project review costs by outside consultants when necessary. Staff will notify you if/when an escrow deposit is needed.
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- a) Applicants for all Zoning Amendments, Conditional Use Permits, Planned Unit Developments, and modifications shall be responsible to pay the actual cost of review of the application charged to the City by other agencies, or by outside consultants hired by the City including but not limited to Federal, State, or County Departments and Madison Metropolitan Sewerage District, Attorneys, Engineers, or Planners. Upon application, the applicant shall deposit an amount set forth in the Fee Schedule under Chapter 3.12 of the Municipal Code to be held in escrow upon which the City shall draw to pay for said costs as they are incurred during the course of reviewing the application. Itemized statements reflecting the amounts drawn from the deposit shall be sent to the applicant each month. In the event that the escrow deposit has been drawn down to twenty-five percent (25%) of the required amount, the applicant shall replenish the escrow deposit to its original amount. If any funds remain in the escrow deposit following final determination of the application, such remaining funds shall be returned to the applicant within sixty (60) days of the determination together with an accounting of the deposits and draws on the escrow.
- b) Applicants may obtain a pre-application waiver of the required escrow deposit from the City Administrator if in the City Administrator's sole discretion, he or she determines that no consultant review will be required. Said waiver shall not preclude the City Administrator from employing an outside consultant, charging the costs of any consultant review to the applicant, or requiring an escrow deposit at any time after application.

Section 26.10(6) – **Warranty and Financial Guarantee** of the City of Middleton Code of Ordinances requires the submittal of financial guarantee in every instance where the estimated cost of stormwater practices exceeds \$5,000. The financial guarantee must be provided prior to stormwater management permit approval. The amount of the Installation Financial Guarantee shall be determined by the City Engineer and shall not exceed the total estimated construction costs of the approved storm water management practices, plus 25%.