City of Stevens Point
Community Development Department

1515 Strongs Avenue, Stevens Point, WI 54481
P: (715) 346-1567 F: (715) 346-1498
communitydevelopment@stevenspoint.com
http://stevenspoint.com

**City of Stevens Point Plan Commission Application Packet**

This document includes the directions and applications for projects that require Plan Commission approval. This coversheet describes the process and application requirements. The form shall be completed and returned with the required sets of plans and the appropriate application fee to the Community Development Department, City of Stevens Point, 1515 Strongs Avenue, Stevens Point, WI 54481. If you have any questions about the application or submittal requirements, please do not hesitate to contact the Community Development Department at (715) 346-1567 during normal business hours, Monday-Friday, 7:30 a.m. to 4:00 p.m., except City holidays.

**Prior to Submittal:**

1. Prior to the submittal of the application, the applicant must have a pre-application conference with City staff to discuss the proposal, review plans in detail, and discuss the approval process. This conference is MANDATORY.

2. Prior to the submittal of the application, a letter must be sent to the Alderperson of the district of where the request is taking place, explaining the request. Please attach the notification letter with your application materials. Information about aldermanic districts can be found at the following link: http://stevenspoint.com/index.aspx?NID=488.

**Filing of Planning Commission Applications:**

1. The filing deadline for all applications is 4:00 p.m. on the filing day. ***The filing day is four weeks prior to the meeting in which you wish to appear.*** Please consult the annual Plan Commission schedule below for specific dates. Applications received after 4:00 p.m. on the filing day will not be scheduled until the next application cycle.

| Required Submittal Date | Plan Commission Meeting Date | Common Council Meeting Date |
|---|---|---|
| December 5, 2016 | January 3, 2017 (Tuesday) | January 16, 2017 |
| January 9, 2017 | February 6, 2017 | February 20, 2017 |
| February 6, 2017 | March 6, 2017 | March 20, 2017 |
| March 6, 2017 | April 3, 2017 | April 17, 2017 |
| April 3, 2017 | May 1, 2017 | May 15, 2017 |
| May 8, 2017 | June 5, 2017 | June 19, 2017 |
| June 5, 2017 | July 3, 2017 | July 17, 2017 |
| July 10, 2017 | August 7, 2017 | August 21, 2017 |
| August 7, 2017 | September 5, 2017 (Tuesday) | September 18, 2017 |
| September 5, 2017 (Tuesday) | October 2, 2017 | October 16, 2017 |
| October 9, 2017 | November 6, 2017 | November 20, 2017 |
| November 6, 2017 | December 4, 2017 | December 18, 2017 |

2. The application must be filled out completely and accurately, including contact information for the applicant and owner. The required materials identified on the application shall be submitted in their entirety as they pertain to your request and include all of the necessary information. Failure to submit a complete application with all of the required documents will result in placing your item being placed on the next application cycle.

**Filing of Planning Commission Applications:**

- **Requirements for All Plans:**

  - The name of the project, firm, and individuals associated with the plan, and all relevant contact information must be included in each plan submitted.

  - Each plan submitted must include a north point (compass), scale, and date drawn.

  - All applicants are required to submit the following number of plan sets:

    - Three (3) colored copies of a full-sized plan set drawn to a minimum scale of one inch equals 20 feet (collated and folded),

    - Ten (10) colored copies of the plan set reduced to fit onto 11 inch by 17 inch paper, drawn to a minimum scale of one inch equals 50 feet (collated, stapled, and folded ), and

    - An individual Adobe Acrobat PDF files compiled either on a non-returnable CD or USB flash drive shall also be submitted. Applicants who are unable to provide the materials electronically should contact the Community Development Department at (715) 346-1567 for assistance.

- **Requirements for Specific Types of Plans:**

  The plans required to be submitted with your application will be determined during the pre-application conference.

  - **New Construction or Addition**: When required, site plans for new constructions must include building elevations, building coverage as a percent of the lot, setbacks from property line (include photos of the proposed site), height and number of stories of all proposed buildings and structures, and building dimensions.

  - **Street Plans**: Street plans must include the layout and designation of all newly constructed street networks with block perimeter distances designated. Each street type and design cross-sections must be included.

  - **Utility Plans**: Utility plans must include the location and size of wastewater, water mains, and culverts. Additionally, all other underground utilities, structures, and appurtenances must be included on the plan.

- **Stormwater Plans**: Stormwater plans must include a description for how the proposed development will address stormwater run-off from the site using either a combination of stormwater basins, swales, green roofs, pervious pavement, or other measures.

- **Plans Showing Off-street Parking**: Parking area plans must include parking area location, parking area design, number and size of spaces, aisle dimensions, paving material, and size and type of landscape areas. Include any designated off-street loading areas.

- **Outdoor Lighting**: Lighting plan must include the location, fixture and luminaire type, design, height, illumination intensity (footcandles), and number of lights.

- **Landscaping**: Landscaping plans for required landscaping areas must include location of landscaping areas, dimensions of areas, scientific and common name of all plants and number and location of each, and location, height (both at the time of planting and at maturity), and material of fencing or walls.

- **Signage**: General location, dimension, sign area, height, and orientation of proposed building signs.

**Upon Filing Your Application:**

1. A public hearing will be scheduled, if applicable, for the Plan Commission meeting in which your item is presented or if otherwise required at Common Council. Property owners within 200 feet of the boundaries of the property will be notified of your request. Information about surrounding properties can be found at the following link: http://gisweb.stevenspoint.com:3344/webappbuilder/apps/8/.

2. Staff will meet two weeks prior to the Plan Commission meeting to review your request. You will be notified as soon as possible if any revisions are needed. The Plan Commission will not review any plan revisions that have not been first reviewed by staff. A copy of the agenda and staff report for your item will be sent to you prior to the meeting.

3. The applicant or agent is required to attend the Plan Commission meeting to explain your request and answer questions. Failure to appear at the scheduled meeting may cause referral of the matter to a future meeting date. You should also remain at the meeting until the Plan Commission makes a recommendation on your item. You are also required to attend the Common Council meeting on the third Monday of the month, where final decision will be made regarding your request.

**Plan Commission Review Process:**

1. At the Plan Commission meeting, which typically occurs on the first Monday of the month, you will have an opportunity to provide information about your request. Additionally, a public hearing will take place at the Plan Commission meeting, if applicable to your request, after which, Staff will present their recommendation on the request.

2. After the presentation of your item, the Plan Commission can approve, reject, conditionally approve, or refer your proposal to a future meeting based in part on a review of the request against the applicable standards found in the City ordinances. After the Plan Commission recommendation, final approval is determined by the Common Council.

3. The Common Council typically meets on the third Monday of the month and will act on your request as part of the Plan Commission meeting minutes, or as a separate agenda item, if applicable.

**Application Fees:**

Please consult the schedule below for the appropriate fee for your request. Applications containing a combination of requests shall, after computation of each category, be charged the highest individual fee. Fractions of an acre are rounded up to the next whole acre. Each fee that is based on an additional lot or acre will include the first lot or acre as part of the base fee. For example, an annexation request for 1.1 acres will cost $260.00 ($250.00 + 1 additional acre at $10.00).

| | |
|---|---|
| **Annexation** | |
| Annexation (includes permanent zoning) | $250.00 plus $10.00/acre after 1 acre (maximum of $500.00) |
| **Conditional Use** | |
| Conditional use permit | $250.00 plus $10.00/acre after 1 acre (maximum of $500.00) |
| Conditional use permit amendment | $250.00 |
| **Land Division** | |
| Certified survey map | $50.00 plus $10.00/lot after 1 lot |
| Subdivision preliminary plat | $150.00 plus $10.00/lot after 1 lot |
| Subdivision final plat | $50.00 |
| **Planned Development District/Planned Unit Development** | |
| Planned development district | $250.00 plus $10.00/acre after 1 acre (maximum of $500.00) |
| Planned development district amendment | $250.00 |
| **Rezoning** | |
| District change (not PDD/PUD) | $250.00 plus $10.00/acre after 1 acre (maximum of $500.00) |
| **Right-of-Way Vacations** | |
| Alley or Street | $250.00 |
| **Signs** | |
| Variance | $150.00 |
| **Site, Building, and Landscape Review** | |
| Minor (staff review only) | N/C |
| Major (plan commission review) | $150.00 |
| **Miscellaneous** | |
| Code amendments | $250.00 |
| Comprehensive Plan Amendments (including map amendments) | $300.00 |
| Unspecified planning or zoning action (not requiring legal publication) | $150.00 |
| Unspecified planning or zoning action (requiring legal publication) | $250.00 |

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# APPLICATION FOR A CONDITIONAL USE PERMIT

**(Pre-Application Conference Required)**

## ADMINISTRATIVE SUMMARY (Staff Use Only)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Application #** | | **Date Submitted** | | **Fee Required** | | **Fee Paid** | |
| **Associated Applications if Any** | | | | **Assigned Case Manager** | | | |
| **Pre-Application Conference Date** | | | | **Conditional Use Permit Request** | **Use** ☐ **Amend** ☐ | | |

## APPLICANT/CONTACT INFORMATION

| **APPLICANT INFORMATION** | | **CONTACT INFORMATION (Same as Applicant? ☐)** | |
|---|---|---|---|
| **Applicant Name** | | **Contact Name** | |
| **Address** | | **Address** | |
| **City, State, Zip** | | **City, State, Zip** | |
| **Telephone** | | **Telephone** | |
| **Fax** | | **Fax** | |
| **Email** | | **Email** | |

## OWNERSHIP INFORMATION

| **PROPERTY OWNER 1 INFORMATION (Same as Applicant? ☐)** | | **PROPERTY OWNER 2 INFORMATION (If Needed)** | |
|---|---|---|---|
| **Owner's Name** | | **Owner's Name** | |
| **Address** | | **Address** | |
| **City, State, Zip** | | **City, State, Zip** | |
| **Telephone** | | **Telephone** | |
| **Fax** | | **Fax** | |
| **Email** | | **Email** | |

## PROJECT SUMMARY

| **Subject Property Location [Please Include Address and Assessor's Identification Number(s)]** | | |
|---|---|---|
| **Parcel 1** | **Parcel 2** | **Parcel 3** |
| | | |
| **Legal Description of Subject Property** | | |
| | | |
| **Designated Future Land Use Category** | **Current Use of Property** | |
| | | |
| **Explain the land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)** | | |
| | | |

| How will the proposed development reinforce the existing or planned character of the neighborhood? (Use additional pages if necessary) |
|---|
| |

| Outline steps that will be taken to reduce any negative impacts on adjacent property. (Use additional pages if necessary) |
|---|
| |

| Current Zoning Surrounding Subject Property | | | |
|---|---|---|---|
| **North:** | | **South:** | |
| **East:** | | **West:** | |
| **Current Land Use Surrounding Subject Property** | | | |
| **North:** | | **South:** | |
| **East:** | | **West:** | |

## EXHIBITS

| | | |
|---|---|---|
| **Owner Information Sheet** | ☐ | **Additional Exhibits If Any:** |
| **Letter to District Alderperson** | ☐ | |
| **Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)** | ☐ | |
| **Site Plan (designating primary, side, and service street frontages)** | ☐ | |
| **Building Elevations** | ☐ | |
| **Parking Plan (Location, number of spaces, reductions, and design and landscaping)** | ☐ | |
| **Street Plan with Cross-sections** | ☐ | |
| **Utility Plan** | ☐ | |
| **Landscape Plan (including any equivalent alternative landscaping requests)** | ☐ | |
| **Stormwater Plan** | ☐ | |
| **Outdoor Lighting Plan (location of fixtures, illumination levels)** | ☐ | |

## CERTIFICATION AND SIGNATURE

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

| Signature of Applicant | Date | Signature of Property Owner(s) | Date |
|---|---|---|---|
| | | | |