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 10, 2018	January 7, 2019	January 21, 2019
January 7, 2019	February 4, 2019	February 18, 2019
February 4, 2019	March 4, 2019	March 18, 2019
March 4, 2019	April 1, 2019	April 15, 2019
April 8, 2019	May 6, 2019	May 20, 2019
May 6, 2019	June 3, 2019	June 17, 2019
June 3, 2019	July 1, 2019	July 15, 2019
July 8, 2019	August 5, 2019	August 19, 2019
August 6, 2019	September 3, 2019 (Tuesday)	September 16, 2019
September 9, 2019	October 7, 2019	October 21, 2019
October 7, 2019	November 4, 2019	November 18, 2019
November 4, 2019	December 2, 2019	December 16, 2019

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), and
    - 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: https://stevenspoint.maps.arcgis.com/home/index.html.

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 $310.00 ($300.00 + 1 additional acre at $10.00).

Plan Commission and Board of Zoning Appeals Fees		Fees Effective 5/1/2018
Annexation		
	Annexation (includes permanent zoning)	$300.00 plus $10.00/acre (maximum of $500.00)
Conditional Use		
	Conditional use permit	$300.00 plus $10.00/acre (maximum of $500.00)
	Conditional use permit amendment	$250.00
Land Division		
	Certified survey map	$50.00 plus $10.00/lot
	Subdivision preliminary plat	$300.00 plus $10.00/lot
	Subdivision final plat	$50.00
Ordinance Amendments		
	Ordinance amendments	$300.00
	Comprehensive plan amendments	$350.00
Planned Development District/Planned Unit Development		
	Planned development district	$300.00 plus $10.00/acre (maximum of $500.00)
	Planned development district amendment	$300.00
Rezoning		
	District change (not PDD/PUD)	$300.00 plus $10.00/acre (maximum of $500.00)
Right-of-Way Vacations		
	Alley or Street	$350.00
Signs		
	Variance	$200.00
Site, Building, and Landscape Review		
	Major (plan commission review)	$250.00
Variance (Board of Zoning Appeals)		
	Administrative appeal (fee refunded if overturned)	$150.00
	Variance	$300.00
Miscellaneous		
	Park fees	
	Single family	$300.00/dwelling unit
	Duplex	$250.00/dwelling unit or $500.00/duplex
	Recreational Impact Fee	
	Multiple family	$200.00/unit
	Mobile home	$200.00/mobile home lot
	Zoning verification letters	$100.00 per parcel
	Unspecified planning or zoning action (not requiring legal publication)	$150.00
	Unspecified planning or zoning action (requiring legal publication)	$300.00

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APPLICATION FOR A PLANNED DEVELOPMENT OR PLANNED INDUSTRIAL DEVELOPMENT

(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				**Planned Development** ☐		**Planned Industrial Development** ☐	

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 OF RECORD 1 INFORMATION (Same as Applicant? ☐)		**PROPERTY OWNER OF RECORD 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

Development Name		**Former Development Name (if any)**	
Area of Subject Property (Acres/Sq Ft)		**Proposed Number of Lots**	
Project Address:		**Planned Development** ☐	**Planned Industrial Development** ☐

Parcel 1 – Assessor's Parcel ID Number	**Parcel 2 – Assessor's Parcel ID Number (if needed)**	**Parcel 3 – Assessor's Parcel ID Number (if needed)**

Number of Residential Units Proposed	**Proposed Gross Residential Density**	**Commercial Space Proposed Sq. Ft.**

Source of Utilities:				**Streets Created or Extended as part of Subdivision? If Yes What Types?**
Water		**Sewer**		

List all uses that will occur as part of the proposed Planned development or Planned Industrial Development below. (Use additional pages if necessary)

Describe proposed project and details about the uses listed above. Include the time schedule (if any) for development. (Use additional pages if necessary)

Expressly identify any and all requested deviations from the zoning code. (Use additional pages if necessary)

If a Planned Industrial Development, identify any and all measures that will be taken to mitigate negative impacts both and to protect the environment and surrounding property. (Use additional pages if necessary)

Describe why none of the districts available in the zoning code will allow the project proposed. (Use additional pages if necessary)

Describe how the project demonstrates innovative development techniques and a higher quality of development not achievable under the standards of the zoning code. (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 (MAJOR SUBDIVISION)

Owner Information Sheet	☐	Additional Exhibits If Any (List):
Letter to District Alderperson	☐	
Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)	☐	
Detailed list of requested deviations	☐	
Site Plan (designating primary, side, and service street frontages)	☐	
Elevations	☐	
Parking Plan (Location, number of spaces, reductions, and design and landscaping)	☐	
Open Space Plan if Cluster Subdivision	☐	
Street Plan with Cross-sections	☐	
Utility Plan	☐	

Landscape Plan (including any equivalent alternative landscaping requests)	☐	
Stormwater Plan	☐	
Design plans for any and all proposed buildings	☐	

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