



Development Review Checklist

This checklist is intended to guide developers with development submittals. In general, the items listed below are required for most projects as providing this information allows Staff to perform a complete a review of the project and reduce the need to ask for follow-up information. In addition to the items on this list, Staff may request additional drawings and data to review.

General Information

- Names & address of owner / developer / designer
- Graphic scale, north arrow
- Size of site (gross and net acreage)
- Existing zoning
- Adjacent zoning and uses
- Number of employees

Existing Site Information

- Dimensions of site & lot lines
- Existing grades
- Adjacent property grades
- Adjacent structures
- Drainage systems and structures
- Natural features (woods, streams, lakes, ponds)
- Wetland boundaries (provide date of staking)
- Floodplain elevations & boundaries
- Environmental concerns (underground tanks, etc.)
- Roads, curbs, parking lots, pavement areas, sidewalks
- Structures (location, size)
- Rights-of-way (existing/ultimate)
- Easements (drainage, utility)
- Existing utilities (sanitary, water, electric, gas, telephone)
- Benchmark locations & elevations
- Location of fences, wells, borings, etc.

Architectural Plans

- Existing building location (if applicable)
- Existing building elevations / materials (if applicable)
- Proposed use of areas
- Proposed floor plans
- Square footage (total & individual rooms / tenant spaces)
- Proposed elevations (dimension)
- Proposed building height
- Proposed materials & colors for building, dumpster, and mechanical screening
- Proposed signage
- Details of any special features
- Color renderings

Proposed Site Plan

- Grading & spot elevations
- Erosion control measures
- Stormwater management
 - Stormwater management design report
 - General drainage pattern
 - Swales with arrows for direction of flow
 - Pond design with outfalls
 - Culverts (location/size)
- Utilities (size, invert elevations, length, slope, etc.)
 - Sanitary
 - Water
 - Stormwater
- Building location (dimension)
- Building elevation (finished grade)
- Location of proposed signage



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- Details of outside storage (including trash receptacles with color rendering and materials)
- Setbacks (clearly marked & dimensioned)
- Vehicular entrances (dimension to centerline of nearest intersection)
- Streets (dimensions)
- Curve radii
- Sidewalks (dimensions)
- Parking areas (show striping / spot elevations / dimensions)
- Parking setback from property line
- Parking calculations
- Parking agreements or easements
- Loading areas (dimensions)
- Lot coverage
- Municipal utility connections
 - Sanitary sewer (pipe size / elevations)
 - Water (size, valve location, elevations)
 - Location of hydrants
- Easement for any public utility

Lighting Plan

- All buildings & lot lines, existing / future
- Location / nature of existing fixtures
- Location of proposed fixtures
- Photometric report (to scale on plan)
- Manufactures cut-sheets of all fixtures
- Pole heights including base
- Lighting schedule
 - Key to plan
 - Number/type of fixtures
 - Output (wattage)
- Installation details as appropriate
- Measurements include the entire site to the property lines

Landscaping Plan

- Proposed outdoor amenities (benches, paths, etc.)
- Existing & proposed hardscape
- Existing vegetation
 - Species
 - Size
 - Approximate canopy in plan
- Vegetation to be removed
 - List & show location
- Proposed landscape features (berms, fountains)
- Existing/proposed lighting
- Plant lists or schedules
 - Keyed to plan
 - Number of each species
 - Size when planted (caliper)
 - Note Native to Wisconsin
- Plantings
- Installation details/staking
- Detail of fence or wall with materials

Submittal for New Construction:

1. Cover / title page
2. Existing conditions survey
3. General site plan
4. Grading, paving & erosion control plan
5. Utility plan
6. Site details (curbing, catch basins, detention ponds, pavement, erosion control and sign details).
7. Stormwater management plan
8. Landscape plan
9. Landscape details (planting schedule, berming cross-sections, method of installation)
10. Lighting plan
11. Floor plan
12. Exterior building elevations / renderings