

**SITE PLAN****Submittal Requirement Checklist  
Minor Site Plans (per City Code 18.45.040)**

Electronic copy (pdf) email to [planning@eauclairewi.gov](mailto:planning@eauclairewi.gov) or to [ryan.petrie@eauclairewi.gov](mailto:ryan.petrie@eauclairewi.gov) and one (1) copy of an 8½ x 11 site plan, and a narrative statement showing the proposed time and phasing within which the applications for Final Implementation Plan approval for all portions of the Planned Development are intended to be filed. Submittal should contain the following:

- \_\_\_\_\_ 1. Contain a vicinity map showing railroads, major streams or rivers, and public streets within 1,000' of the site.
  - \_\_\_\_\_ 2. Be prepared at a scale of 1" = 10' to 1" = 60'.
  - \_\_\_\_\_ 3. Be arranged so that the top or left of the plan represents north, and have directional arrows and appropriate scale shown clearly.
  - \_\_\_\_\_ 4. Show the date of preparation and name, address, and phone number of the preparer.
  - \_\_\_\_\_ 5. Provide the address and legal description of the site and show the boundaries and dimensions graphically.
  - \_\_\_\_\_ 6. Show the total area of the site in acres or square feet and the location of existing and proposed structures and indicate as applicable height and building dimensions, entrances, number of dwelling units, and square footage by category of use.
  - \_\_\_\_\_ 7. Show the location and dimensions of existing and proposed curb cuts, aisles, off-street vehicle parking and loading spaces, required bicycle parking, and walkways.
  - \_\_\_\_\_ 8. Show all curb cuts adjacent to the site.
  - \_\_\_\_\_ 9. Show the location and provide a landscaping schedule of all plantings, including grasses, shrubs, and trees.
  - \_\_\_\_\_ 10. Show the location, height, and material for screening walls and fences.
  - \_\_\_\_\_ 11. Show all exterior signs on the site.
  - \_\_\_\_\_ 12. List the type of surfacing proposed for all parking, loading, and walkway areas.
  - \_\_\_\_\_ 13. Describe the proposed use and show the number of additional parking spaces required and provided. If the required parking is provided off-premise, a statement or plan showing compliance with off-street parking requirements should be submitted.
  - \_\_\_\_\_ 14. Show existing and proposed public streets or rights-of-way and easements.
  - \_\_\_\_\_ 15. Show existing and proposed fire hydrants.
  - \_\_\_\_\_ 16. Show the location and method of screening for all outdoor trash areas on site.
  - \_\_\_\_\_ 17. Show the projected timetable for start and completion of the project.
  - \_\_\_\_\_ 18. When required under the City's storm drainage standards, a drainage control plan (contact City Engineer).
- \_\_\_\_\_ Application fee (see attached fee schedule)



**CITY OF EAU CLAIRE – SITE PLAN APPLICATION**

Department of Community Development  
203 S. Farwell Street  
Eau Claire, WI 54702-5148  
Phone: 715-839-4914  
Email: [planning@eauclairewi.gov](mailto:planning@eauclairewi.gov)

Review Fee \$ \_\_\_\_\_

Project Description \_\_\_\_\_

Location/Address \_\_\_\_\_

Legal Description \_\_\_\_\_

Parcel # \_\_\_\_\_

**Engineer/Architect**

**Developer/Builder/Owner**

Name \_\_\_\_\_  
Firm \_\_\_\_\_  
Street \_\_\_\_\_  
City/Zip \_\_\_\_\_  
Phone # \_\_\_\_\_  
Email or Fax # \_\_\_\_\_  
Contact Person \_\_\_\_\_

Name \_\_\_\_\_  
Firm \_\_\_\_\_  
Street \_\_\_\_\_  
City/Zip \_\_\_\_\_  
Phone # \_\_\_\_\_  
Email or Fax # \_\_\_\_\_  
Contact Person \_\_\_\_\_

Developed site \_\_\_\_\_ acres/sq. ft.  
Number of detention facilities on site \_\_\_\_\_

Total existing impervious area \_\_\_\_\_ sq. ft.  
Total new impervious area \_\_\_\_\_ sq. ft.

*\*\* Impervious area means a surface which has been compacted or covered with a layer of material so that it is highly resistant to infiltration by rain water. The term includes: areas covered by structures, roof extensions, patios, porches, driveways, loading docks, sidewalks, and semi-impervious surfaces such as compacted gravel, all as measured on a horizontal plane.*

\*\*\*\*\*OFFICE USE\*\*\*\*\*

File No. \_\_\_\_\_ Date Filed \_\_\_\_\_

Address Assigned \_\_\_\_\_

Zoning \_\_\_\_\_ # of Units \_\_\_\_\_

Plan Commission Meeting \_\_\_\_\_

Approved ( ) Yes ( ) No \_\_\_\_\_  
initials

City Council Meeting \_\_\_\_\_  
Approved ( ) Yes ( ) No \_\_\_\_\_  
initials

For Treasury Use #2412

## City of Eau Claire Site Plan Fee Chart

Site Plans A	5 or less parking stalls	\$220 fee
Site Plans B	6-20 parking stalls	\$440 fee
Site Plans C	21-50 parking stalls	\$680 fee
Site Plans D	Each additional 50 stalls	\$345 fee
Site Plan Parking Variance		\$115 fee

Examples of site plan fees:

One duplex structure	4 stalls required	\$220 fee
One 4-plex structure	6 stalls required	\$440 fee
Office building 8,000 sq. ft.	24 stalls required	\$680 fee
Retail store 20,000 sq. ft.	80 stalls required	\$1,025 fee
Shopping center 50,000 sq. ft.	275 stalls required	\$2,045 fee

Fees are based on required parking by zoning ordinance, not on the total number provided by the developer. Fees are accumulative.

For example:

3 duplexes with 12 spaces is \$440  
 six 4-plexes with 36 spaces is \$680