

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

Electronic copy (pdf) email to planning@eauclairewi.gov and to 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 railroad, 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 present and proposed topography of the site and adjacent areas within 50' by 2' contour lines, and by use of directional arrows the proposed flow of drainage from the site.
- _____ 7. 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, square footage by category of use.
- _____ 8. Show existing structures within 50' of the site and show the building line of existing buildings adjacent to any proposed structures.
- _____ 9. Show the location and dimensions of existing and proposed curb cuts, aisles, off-street vehicle parking and loading spaces, required bicycle parking, and walkways.
- _____ 10. Show all curb cuts adjacent to the street.
- _____ 11. Show the location and provide a landscaping schedule of all plantings, including grasses, shrubs, and trees.
- _____ 12. Show the location, height, and material for screening walls and fences.
- _____ 13. Show all exterior signs on the site.
- _____ 14. List the type of surfacing proposed for all parking, loading, and walkway areas.
- _____ 15. Describe the proposed use, list the number of required parking spaces, and show the location and number of parking spaces provided, including handicapped spaces.
- _____ 16. Show the location of all fire hydrants and all existing and proposed lines and facilities for water, telephone, sewer, electricity, natural gas, and storm drainage.
- _____ 17. Show existing and proposed public streets or rights-of-way, easements or other reservations of land on the site.
- _____ 18. Show adjacent property which is held under the same ownership and its zoning.
- _____ 19. Show the location, size, and method of screening for outdoor trash areas, heating/cooling, electrical, gas or other mechanical equipment.
- _____ 20. Show the location, height, and direction of proposed lighting.
- _____ 21. Show elevation views of proposed buildings and structures.
- _____ 22. Show the ultimate development of the site and indicate development phases when the site is developed in stages.
- _____ 23. Include a copy of covenants or deed restrictions intended to cover all or any part of the site.
- _____ 24. Include a statement and plan describing erosion control during and following project completion and describing method to prevent tracking of dirt and other materials from the site onto public streets during construction.

Two copies of plans, computations, and narrative as follows:

- _____ a. Statements and plans as needed:
 - 1) to completely describe the method by which soil erosion will be controlled on the site during construction and following project completion; and
 - 2) to prevent the tracking of dirt and other materials from the site onto any public street during construction
- _____ b. When required under the City's storm drainage standards (contact the City Engineer), a drainage control plan which includes plans and hydraulic computations for all structural or nonstructural measures or other protective devices to be constructed in connection with the proposed work, including:
 - 1) predevelopment run-off computation;
 - 2) estimated rate of discharge in cubic feet per second at all structural or nonstructural measures and at the point of discharge from the site location based upon a three (3) year frequency storm event;
 - 3) the storm event frequency discharge rate in cubic feet per second upon which the design of plans for the site location is based;
 - 4) provisions to carry run-off to the nearest adequate outlet; and
 - 5) if drainage easements are required, documentation of perpetual maintenance and control
- _____ c. At the discretion of the City Engineer, the developer shall be required to prepare plans for reducing or detaining peak discharges of storm and clear water. Clear water wastes shall be defined in Section H.62.12, Wisconsin Administrative Code. Such situations will be reviewed on a case-by-case basis. The Wisconsin Department of Health and Social Services section of the Wisconsin Administrative Code shall form a part of this procedure.

_____ Complete site plan application form and attached application fee (see attached form).



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

Review Fee \$ _____

Project Description _____

Location/Address _____

Legal Description _____

Parcel # _____

Engineer/Architect

Developer/Builder/Owner

Name _____
Firm _____
Street _____
City/Zip _____
Phone # _____
Email _____
Contact Person _____

Name _____
Firm _____
Street _____
City/Zip _____
Phone # _____
Email _____
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	\$2,405 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