



**Office of the Zoning Administrator**

118 E. Main St.

Denmark, WI 54208

Ph. 920-309-0721

jeffs@communityplanningandconsulting.com

**APPLICATION for SITE PLAN REVIEW**  
**NONRESIDENTIAL**  
(including Mixed-Use development)

**Notice:** This Application must be completed in full. The Village of Denmark cannot accept an incomplete Application Form or an Application Packet lacking all required information.

Has the Pre-Submittal Meeting been held, as required under Section 315-154.B of the Village of Denmark Zoning Ordinance? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please contact the Zoning Administrator to schedule meeting prior to submitting formal Application for Site Plan Review – Nonresidential.

**Contact Information:**

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant / Agent (if different from Property Owner): \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Developer / General Contractor: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Engineer: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Surveyor: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Description:**

Property Address: \_\_\_\_\_

A. Tax Key No.: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Zoning District(s): \_\_\_\_\_

B. Tax Key No.: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Zoning District(s): \_\_\_\_\_

C. Tax Key No.: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Zoning District(s): \_\_\_\_\_

D. Tax Key No.: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Zoning District(s): \_\_\_\_\_

(If additional parcels, please attach as separate sheet)

The property is currently: Developed: \_\_\_\_\_ Undeveloped: \_\_\_\_\_

Current Use of Property (provide detailed description):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Existing / Proposed Structures:**

Physical Dimensions: Structures shall be labeled on site plan as 'A', 'B', 'C', etc.

Existing structures shall be listed before proposed structures.

Structure A:

Is this an existing or proposed structure? Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Height: \_\_\_\_\_ Ground Floor Area: \_\_\_\_\_ Total Floor Area: \_\_\_\_\_

Purpose and Use: \_\_\_\_\_

Structure B:

Is this an existing or proposed structure? Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Height: \_\_\_\_\_ Ground Floor Area: \_\_\_\_\_ Total Floor Area: \_\_\_\_\_

Purpose and Use: \_\_\_\_\_

Structure C:

Is this an existing or proposed structure? Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Height: \_\_\_\_\_ Ground Floor Area: \_\_\_\_\_ Total Floor Area: \_\_\_\_\_

Purpose and Use: \_\_\_\_\_

Structure D:

Is this an existing or proposed structure? Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Height: \_\_\_\_\_ Ground Floor Area: \_\_\_\_\_ Total Floor Area: \_\_\_\_\_

Purpose and Use: \_\_\_\_\_

Additional Structures. For additional structures, please attach as separate sheet.

Fences, Walls, Hedges, and Berms. Show location of all existing fences, walls, hedges, and berms on site plan. If fences, walls, hedges, or berms are proposed, please complete and submit Application for Fence Permit. No Application Fee is required when submitting concurrent with Application for Site Plan Review – Nonresidential.

### Site Plan Principles.

Has the relative proportion of the scale and mass of proposed buildings to neighboring existing buildings, to pedestrians or observers, or to other existing buildings been maintained or enhanced? Yes \_\_\_\_\_ No: \_\_\_\_\_

Has the visual continuity of roof shapes, rooflines, and their contributing elements (e.g. parapet walls, coping, cornices, and the like) been maintained?

Yes \_\_\_\_\_ No: \_\_\_\_\_

Have natural features of the landscape been retained where they can enhance the development on the site, or where they furnish a barrier or buffer between the project and adjoining properties? Yes \_\_\_\_\_ No: \_\_\_\_\_

Have adverse effects of the proposed development upon adjoining residents or owners been minimized by appropriate screening, fencing, landscaping or other mitigating measures? Yes \_\_\_\_\_ No: \_\_\_\_\_

Are land, buildings, and structures readily accessible to emergency vehicles and persons with disabilities? Yes \_\_\_\_\_ No: \_\_\_\_\_

### **Open Space:**

Chapter 315-123.C(156) of the Village of Denmark Zoning Ordinance defines 'Open Space' as: *'The areas of a lot which contain permeable surfaces and shall remain unbuilt and shall not be used for parking, storage, access drives, or display. The use of gravel or pavers shall not be considered permeable surface for the calculation of open space. Open space represents many different landscaping elements, including greens, quadrangles, lawns, hedgerows, gardens, pathways/walkways, groves, wooded areas, fields, and natural areas.'*

Percent of property retained/maintained as open space (excluding wetlands and floodways/floodplains), post construction: \_\_\_\_\_%

### **Plan of Operation:**

#### Employees:

Current No. Employees: \_\_\_\_\_ Proposed No. Employees: \_\_\_\_\_

Days / Hours of Operation:

Mon-Fri: \_\_\_\_\_ Sat: \_\_\_\_\_ Sun: \_\_\_\_\_

Open at: \_\_\_\_:\_\_\_\_ Close at: \_\_\_\_:\_\_\_\_ 24 hr. \_\_\_\_\_

Parking:

Total area all parking: Current: \_\_\_\_\_ Proposed: \_\_\_\_\_

Parking lot construction: Paved: \_\_\_\_\_ Gravel: \_\_\_\_\_

Other (please describe): \_\_\_\_\_

Number of parking spaces: Current: \_\_\_\_\_ Proposed: \_\_\_\_\_

Barrier-Free parking spaces: Current: \_\_\_\_\_ Proposed: \_\_\_\_\_

Parking facilities and required landscape buffers shall be shown and described on the Parking and Loading Plan.

Exterior:

Will there be outside storage: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe what will be stored: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Show location of outside storage and waste/recycling areas on site plan drawing.

**Application Checklist:**

The purpose of the Application Checklist is to ensure a complete submittal has been prepared and to expedite the review process. The checklist is not necessarily inclusive of all requirements needed to obtain Site Plan approval and does not absolve the Applicant from compliance with other applicable sections of the Zoning Ordinance.

NOTE: Six paper copies and one digital copy (PDF or similar format) of the application packet is required

A site plan drawing is required showing the information listed in the table on the following page.

Please complete the checklists for Site Plan Review in full by entering a [✓], [o], [-], or [?] as applicable, into each box in the Code column in the table below.

✓ Shown on Site Plan

○ Included with Application Packet

– Appears Inapplicable

? Cannot Determine if Required

Code	Application Packet and Site Plan Drawing Submittal Requirements
	Name of project/development and location by street address and tax parcel number.
	North arrow and scale.
	Boundary lines of property with all dimensions.
	Two-foot contours on the subject property and extending from the subject property a minimum distance of 25 feet in all directions.
	Adjacent streets and street rights-of-way.
	All easements.
	All existing and proposed buildings and structures (including numbers of units within each proposed building and/or structure).
	Parking facilities.
	Water bodies, wetlands, and floodplains.
	Stormwater ponds, drainage ditches, and drainage patterns.
	Sidewalks, walkways, and bicycle facilities.
	Driveway access locations and traffic flow.
	Off-street loading areas and docks.
	Fences and retaining walls.
	All exterior signs.

	Exterior refuse collection areas.
	Exterior lighting.
	Site statistics including: square footage, percent site coverage, percent open space, and floor area ratio.
	Location and dimensions of proposed outdoor display areas.
	Color architectural renderings of the proposed structures, buildings, and signage, including: all dimensions, gross square footage of existing and proposed buildings and structures, and description and samples of all exterior finish materials.
	Grading and erosion control plans.
	Landscaping plans.
	A staging plan for any projects involving more than one phase or construction season which sets forth the chronological order of construction and relates to the proposed uses and structures of various service facilities and estimated completion dates.

Additional plans and data may be required when determined by the Plan Commission or Zoning Administrator to be necessary in order to complete a thorough and efficient review. Certain submission requirements may be waived when determined by the Zoning Administrator to be superfluous.

**Signature and Certification:**

*I certify the information presented on this Application and the drawings, plans, and other materials included therein are, to the best of my knowledge, complete and in accordance with the Zoning Ordinance.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application Fee:**

The Application Fee for a Site Plan Permit is \$300.00. The Application shall not be accepted until the Application Fee has been paid.

**Consultant Fees:**

The Village may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the review of a proposed conditional use. The submittal of this Application shall be construed as an agreement to pay for such professional review services applicable to the proposal.