

# Application Packet For Site Plan Review

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*Town of Pacific, Columbia County, WI*

**W7530 HWY 16, Pardeeville, WI 53954**

**[www.tn.pacific.wi.gov](http://www.tn.pacific.wi.gov)**

## **Included in this Packet:**

- Summary of Application Process
- Agreement for Reimbursable Services
- Application For Site Plan Review
- Statement of Understanding
- Submittal Checklist for Site Plan Review

The purpose of this document is to provide guidance in applying for a Site Plan Review in the Town of Pacific. The documents contained in this packet will help guide individuals or organizations as they plan and prepare submittal documents, providing for increased efficiency and a streamlined approval process.

## Summary of Application Process

1. Contact the Town Clerk to obtain an Application Packet for Site Plan Review, in electronic or paper form, or obtain that packet from the Town's website.
2. Fill out all forms in the packet completely. You are encouraged to contact the Town Engineer at this time to hear the scope of your proposal. Depending on your project, the Town Engineer may have valuable input and guidance that will help you as you complete the application packet and draft the site plan. You may obtain the Town Engineer's contact information on the Town's website at [www.tn.pacific.wi.gov](http://www.tn.pacific.wi.gov) or from the Town Clerk.
3. The Applicant shall prepare a site plan and supporting documentation in accordance with the Town of Pacific Site Plan Review Ordinance (Chapter 461), and the "Submittal Checklist" as found on the last two pages of this packet.
4. Combined PDF files shall be reduced in file size to a maximum of 25 MB. Hard copy formats shall be organized and assembled in a codified format matching the PDF; large format sheets (min. 11" x 17" or larger) are required for plan drawings.

### EACH PACKET SHALL CONTAIN THE FOLLOWING:

- Letter of Intent
- Signed Application Packet and Forms
- Regional Site/Parcel/Aerial Map Showing Site and Surrounding Area (1Mile Approx.)
- Landscaping Plan
- Lighting Plan
- Site Plan Map Adhering to the Criteria Found in the Submittal Checklist
- Supporting Documentation (Photos, Narratives, Legal Documentation)
- Application Fee Payable to "Town of Pacific"

5. The Town Engineer (and other Town representatives as appropriate) shall review all of the submitted documents and determine the completeness of the application. The applicant is responsible to provide all of the appropriate information to be eligible for a Plan Commission meeting.
6. Once the Town Engineer has indicated that you have all of the appropriate information, you will need to submit to the Clerk, one comprehensive electronic copy, in PDF format and four (4) comprehensive copies in printed form, identical in all respects to the electronic copy.

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*If the documentation is found to be incomplete or inaccurate, your project will not be added to the Plan Commission Meeting agenda and will not be discussed until all of the appropriate documentation has been submitted.*

7. The Applicant shall submit to the Clerk, one comprehensive electronic copy, in PDF format, and four (4) comprehensive copies, in printed form, identical in all respects to the electronic copy. *(The Town Clerk will forward the information on to the proper Town Representatives for review)*
8. The Town Engineer (and other applicable Town Representatives as appropriate) will review the Application and Supporting Documents.
9. The Town Engineer (and other applicable Town representatives as appropriate) shall provide a report and if the project submittal deemed complete, give a recommendation about each completed application to the Plan Commission to either approve or reject.
10. The Plan Commission will give recommendation to the Town Board to either approve or reject the application.
11. The Town Board shall reject, approve, or approve conditionally the site plan application within 60 days of being deemed a complete submittal by the Town Engineer. Upon Town Board approval, a permit may be granted.
12. Pay all the necessary fees to the Town Clerk.

## ASSOCIATED FEES

The application fee, escrow fee and review fees are set forth on the Town's Fee Schedule, which is on file with the Clerk and is also available on the Town's website. No approvals will be executed while fees, that have been billed, remain unpaid.

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## Agreement for Reimbursable Services

In the Review of Site Plan Applications  
Town of Pacific, Columbia County, WI

The cost of review for all Site Plan applications shall be borne by the Applicant. The Applicant shall pay all reasonable Town of Pacific incurred expenses relating to a particular Site Plan review. This may include meeting charges, professional consultants, or other relevant Town expenses incurred in connection to the Site Plan review. The Town reserves the right to apply the charges for these services as well as for staff time, mileage, and Town equipment usage expended in the administration, investigation and processing of applications to the Applicant.

The Applicant is required to provide the Town with an executed copy of this agreement as a prerequisite to the processing of the Site Plan Review application. The submittal of a Site Plan Review application shall be construed as an agreement to pay for such professional review services applicable to the proposal. Review fees which are applied to an Applicant, but which are not paid within 30 days of the issuance of a bill by the Town will accrue interest at a rate of 1.5% per month until the fee is paid in full.

\_\_\_\_\_ for  
*Applicant and/or Property Owner(s)*

\_\_\_\_\_, agrees to reimburse the Town of Pacific for  
*(Project Name)*  
all review costs associated with, but not limited to, the Town Engineer and Town Attorney, in connection with the site plan review request and, further, agrees to reimburse the Town for other administrative staff review if, in the judgment of the Town Board, such reimbursement is warranted.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Property Owner  
*(If Different From Applicant)*

\_\_\_\_\_  
Printed Name

## Application for Site Plan Review

GENERAL INFORMATION				
Name of Project:				
Site Address:		City:		State:
Zip Code:		Block:		Acreage:
Tax Parcel Number:	Subdivision:	Lot #:	Property Owner(s):	
Mailing Address of Owner:		City:		State:
Zip Code:		Phone Number (Days):		Phone Number (Cell):
Email Address:		Contact Person:		
Company:			Address of Contact Person:	
City:		State:		Zip Code:
Phone Number:		Fax Number:		Email Address:

PROJECT INFORMATION			
<b>Type of Submittal or Service Request</b> (Check all that Apply)	<b>Zoning Information</b> (Zoning Information and Decisions by Columbia County Planning and Zoning Committee)		
<input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Additional Land Use <input type="checkbox"/> Change of Use	Existing Zoning: <hr/> Plan for future zoning of this site: <hr/> Public (road name) or Private (easement information) Access: <hr/> <table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 50%;">Parcel Area:</td> <td style="border: none; width: 50%;">Disturbed Area:</td> </tr> </table> <hr/> Amount of New Impervious Area:	Parcel Area:	Disturbed Area:
Parcel Area:	Disturbed Area:		
Prior Zoning Decisions for Property (if Applicable):			
Summary of Project:			

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## Statement of Understanding

By signing below, I, \_\_\_\_\_, certify that the information contained in this application is true and accurate to the best of my knowledge, and understand that a deliberate misrepresentation of information may be grounds for denial or reversal of this application, and/or revocation of any approval already awarded based on this application.  
(Print Applicant Name)

I also authorize Town of Pacific staff permission to view and enter the subject property for the purpose of reviewing and investigating this request.

I understand that submittal of this application and payment of the proper fees does not mean that approval of the Site Plan is imminent or guaranteed.

I understand that approval of this Site Plan does not qualify as, nor replace the necessity for proper permitting for the proposed project.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ .

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Property Owner  
*(If Different From Applicant)*

\_\_\_\_\_  
Printed Name

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## Submittal Checklist for Site Plan Review

**The Plan Commission may waive any or all of the below site plan requirements shown for good cause if the information will serve no valid purpose.**

*Each site plan submitted shall contain the following information unless specifically waived in whole or in part by the Planning Commission, or its designee, because it is clearly evident the data will not serve any useful purpose.*

- The date, north arrow, scale and name of the individual or firm responsible for preparing the plan. The scale must be at least one (1) inch = fifty (50) feet for parcels less than three (3) acres and at least one (1) inch = one hundred (100) feet for parcels three (3) acres or more.
- Names, telephone numbers, and addresses of the owner and any agent having control of the land, engineer, subdivider, land surveyor preparing the plat.
- The existing zoning district in which the site is located and the zoning of adjacent parcels. In the case of a request for a zoning change, the classification of the proposed new district must be shown.
- The boundary lines of the property, to include all dimensions and legal description by government lot, quarter section, township, range, county and state.
- Minimum front, rear, side and street yard building setback lines if applicable.
- The location and/or sizes of all existing and proposed:
  - Buildings and Structures within a two hundred (200) foot radius of the site.
  - Structures on the site, including proposed drives, walkways, signs, exterior lighting, parking (showing the dimensions of a typical parking area), loading and unloading areas, common use areas and recreational areas and facilities.
  - Underground and Overhead Utilities
  - Abutting right-of-ways such as alleys and easements.
  - Surface and subsurface drainage facilities, including slope.
  - Landscaping (vegetation) as well as fences or walls.
  - Environmental features such as streams, wetlands, shore-lands, mature specimen trees, wooded area or any other unusual environmental features.
- Represent off-site drainage with relationship to the existing land. The intent to control the parameters of the drainage area and direction of flow shall be listed.
- Summary tables, cross-sections and/or floor plans should be included with site plans for proposed structures, giving the following information:

- The number of units proposed, by type, including a typical floor plan for each unit.
- The area of the proposed units in square feet, as well as area dimensions of driveways, loading and parking areas.
- Typical elevation drawings of the front and rear of each building.
- Legal Description of Property or Survey Map if available.
- Letter of Intent.
- Building Plans and Elevations.
- Lighting Plan showing photometric and illumination levels on a grid pattern, pursuant to CH 461.
- Landscaping Plan, pursuant to CH 461.

The following items shall also be included with the submittal (if recommended by Town Engineer):

- The topography of the existing and finished site shall be shown by contours or spot elevations. Where the existing slope on any part of the site is ten percent (10%) or greater, contours shall be shown at height intervals of two (2) feet or less. Identify and distinguish land that has slopes over twenty percent (20%) or more.
- Soil types and their boundaries, as shown on the operational soil survey maps prepared by the USDA (Natural Resource Conservation Service), including soils identified as having severe limitation for on site waste treatment systems on Map 8 of the Town's Comprehensive Plan or a more detailed source and soils with low or very low potential for dwellings with basements.
- Control Plan for Erosion, Sedimentation, and Stormwater Runoff (if applicable).
- Easement Information (for shared well, septic, driveway and other shared facilities).
- Utility Plan (street, sewer, water, electrical and gas lines).
- Type, width and elevation of any existing street pavements within the exterior boundaries of the plat of immediately adjacent thereto, together with any legally established center-line elevations.
- Project Improvements; plans and specifications:
  - Road or access plans.
  - Preliminary stormwater management and erosion control plan.
  - Preliminary culvert/ditch grades, size and location.



- Soil tests and reports as may be required by the Town Engineer for the design of roadways, storm drainage facilities, on-site sewage disposal systems, erosion control facilities, and/or other subdivision improvements and features.
  
- Public Improvements; plans and specifications:
  - Preliminary stormwater management and erosion control plan.
  - Preliminary culvert/ditch grades, size and location
  
- Wetland/Stream/Floodland/Unusual Environmental Features:
  - High-water elevation of all ponds, streams, lakes, flowage and wetlands within the exterior boundaries of the plat or located within 100 feet therefrom.
  - Water elevation of all ponds, streams, lakes, flowages and wetlands within the exterior boundaries of the plat or located within 100 feet therefrom.
  - Wetland, floodland, hydric soil and shoreland boundaries and the contour line lying a vertical distance of two feet above the elevation of the one-hundred-year recurrence interval flood or, where such data is not available, two feet above the elevation of the maximum flood of record within the exterior boundaries of the plat or within 100 feet therefrom.