

**CITY OF PORTAGE
115 W. Pleasant
Portage, WI 53901**

**DEVELOPER CHECKLIST TO BE COMPLETED FOR
PLAN COMMISSION CONSIDERATION**

Address of project: _____ Owner: _____
Description of project: _____
Contact Person _____ Contact Phone: _____

This checklist must be completed, signed by the owner or owner's authorized agent, and returned with your submittal set at least 21 days prior to the Plan Commission Meeting with a check for the applicable fees that are due upon submittal. There may be other fees due when permits are issued or during the review process and those fees will be assessed in accordance with the applicable City ordinances. Only complete applications can be reviewed in a timely manner. Not all items may apply to your project. Please do not check any items off if they are not provided with your submittal. Include this completed checklist along with your submittal and transmit your submittal to the City of Portage, 115 W. Pleasant Street, Portage, WI 53901.

Plan and Engineering Report Sets

- All sheets shall be of uniform size (we recommend 22" x 34"). Two (2) full-size sets are required, plus fifteen (15) sets of 11"x17" size drawings of the site plan, and two (2) letter-size copies of the Engineering Reports, all bound for the Plan Commission, signed and sealed, as applicable.
- All plans must be drawn to scale.
- All report pages and/or plan sheets shall be numbered.
- The seal and signature of the surveyor, engineer, or architect who is responsible for plan preparation shall appear on the index page (unless waived by the City Engineer).

Title, Site Plan Layout, and Streets

- Name of project, address, legal description of property, description of proposed use, and zoning district. Location within zone 1 or zone 2, of the wellhead protection ordinance or if not located within either zone of the wellhead protection ordinance, so state in the submittal letter or on the site plan.
- Location Map, north arrow, date of preparation, revision dates, and scale.
- Show and name adjacent and surrounding streets, recorded property lines, and their dimensions.
- Show all existing and proposed public and private easements for utility, drainage, sewer, parking, access, and other purposes, and all easements on surrounding properties benefiting the subject property.
- Fundamental aspects of all existing and proposed buildings, including use of each structure, dimensions, number of stories, and their locations on the parcel.
- If buildings are to be removed, the site plan shall so indicate.
- Dimension all yard setbacks for buildings and off-street parking.
- Gross floor area for existing buildings and proposed additions listed separately. For parking calculations, floor area will be determined as the area to be used for a particular use (e.g., sale of merchandise, servicing of customers, manufacture, warehouse). Number of existing and future employees is required for some parking calculations.
- When abutting a site plan project, any public right-of-way needs to be identified with accurate locations for existing and proposed facilities such as underground utilities, streets, curbs, sidewalks, project driveways, and driveways on opposite street frontages.

- Traffic aspects of existing and proposed driveways and parking lot including arrows to show traffic flow, parking stall sizes (180 square feet minimum) and layout, handicap stalls and ramps, loading zones, driveway widths and radii or flares on driveway aprons to public streets.
- Show barriers, curbing, or wheel stops located to prevent any portion of a vehicle from projecting beyond property lines. Also, indicate barriers constructed and anchored to prevent dislocation.
- A note shall appear on the face of the site plan that indicates the calculations for parking and loading requirements. Plans for any joint use of parking must be in writing and attached.
- The location of sidewalks, other pedestrian-type walkways, traffic control dividers, and tree islands.
- Show the location of existing and proposed signage on the site plan. Provide a sign elevation showing the height from bottom of sign to grade, overall width and height, and face dimensions.
- Location, height, elevations, and materials of all fences or retaining walls.
- Location, type, height, and size of all outside storage including required screening.
- Identify whether existing or proposed buildings will contain a fire protection system. Show on-site fire hydrants and fire hose connection points.
- State whether a Lock Box will be provided for Fire Department access.
- State what type of product(s) will be manufactured, sold and/or stored on-site.
- State all types of hazardous materials to be stored on-site. If none, state "no hazardous materials will be stored on-site."
- Show location of all mechanical equipment and type of screening.
- Show proposed sidewalks and handicap access with grade elevations at driveways.

Utilities, Grading, and Drainage Plan

- Identify existing topography (by dashed lines) at one-foot or two-foot intervals depending on slopes being depicted, and proposed grade elevations (solid lines) for the building, parking lot, drives, surrounding open areas, and including all property within 50 feet (also using contour lines and spot elevations and drainage flow arrows as needed to define drainage patterns).
- List all existing and proposed grades for first floor.
- Show details of all existing and proposed retaining walls and the location of swales and inlets.
- Show proposed sidewalk(s) abutting all street frontages at all driveways. Show elevations of sidewalk at property line in accordance with City standards.
- Provide a storm water management plan to include the lot size, building location, location of impervious areas, size and location of drainage basin(s), proposed flow direction arrows, detention pond footprint, depth of detention pond, detention pond discharge location, size, and overflow, and peak flows off-site. The storm water management plan shall serve to minimize regional peak discharges and volume increases and plan for improved water quality and construction site erosion control. Be advised that different sites may have different requirements and/or concerns based on geography, scope of the project, and proximity to the receiving body of water or storm sewer collection system.

Landscape & Lighting Plan

- Locate significant existing trees and indicate whether they will remain, be relocated, or be removed. Identify any other significant vegetation, which is to remain.
- Identify the location, size, species, and variety of proposed trees, shrubs, ground cover, and other landscape features that will be used to control erosion or screen parking, truck loading, refuse disposal, mechanical equipment, and outdoor storage from adjacent residential districts or public rights-of-way.

- Show the location of existing and proposed buildings, parking lots, walks, driveways, fences, water features, retaining walls, signs, mechanical equipment, and recreational facilities.
- Identify type of finishing materials, including seeded grass, sod, type of mulch in planting beds, pavers, concrete, and asphalt. Show a table that describes the percentage relative to the overall development area that the buildings, hard surface, and green spaces contain. Do not include street right-of-way areas.
- Locate the refuse and recycle containers and enclosure and provide a construction detail.
- Identify all exterior lighting fixtures, either mounted on the building or free-standing light along with dispersion pattern, intensity of light and cut-off shielding that reflects light downward and which prevents the light source from being visible from adjacent properties.

Architectural & Construction Plans

- Dimensioned elevations of all exterior walls (photographs may be substituted for existing elevations to remain unchanged).
- Type of Roof, wall and trim materials, colors, and textures.
- Changes or additions to existing buildings or materials clearly identified.
- Location and presence of all fire rated wall assemblies.

Fees

As a potential developer of a residential, commercial, industrial or other site in the City of Portage, please be advised that there are fees imposed by City ordinance that are triggered by a myriad of activities and the developer is responsible for whatever fees are assessed by Ordinance for the developer's planned activities. At the onset of development there are often scenarios where the City Administrative Staff can estimate fees, but be advised that development parameters often evolve during the process and it is the developer's responsibility to determine how or if this effects the fee structure.

Some of the obvious fees are listed below that might apply, but depending on the development there may be others that apply and in NO WAY is this list meant to be all inclusive. We do our best to prepare accurate estimates of applicable fees upon request, but errors and omissions are subject to correction.

	Included	Estimated	Actual
CSM and/or Plat submittal and review fees.	<input type="checkbox"/>	_____	_____
Engineering, Legal, and Administrative review fees.	<input type="checkbox"/>	_____	_____
PUD review fees	<input type="checkbox"/>	_____	_____
Building Permit and/or Erosion Control Permit fees.	<input type="checkbox"/>	_____	_____
Park fees.	<input type="checkbox"/>	_____	_____
Street Opening permits and associated fees.	<input type="checkbox"/>	_____	_____
Sanitary Sewer Connection fee.	<input type="checkbox"/>	_____	_____
Other fees required by City Ordinance.	<input type="checkbox"/>	_____	_____

City engineering and legal file # _____

Total fees included with this submittal _____

Signature: _____ Date: _____
 (Must be signed by the owner or owner's authorized agent)