



# SITE PLAN REVIEW

## REQUIREMENT

Site plan review is required for commercial, industrial, institutional and/or educational development, single family condominiums, multifamily development, and for other uses and development as specified by the Zoning Code. A site plan is required for the first-time development of a property, for additions to existing buildings and other new construction and site modifications, and for parking lots and parking lot expansions. Relative to the scope of a project, such as a proposal for a minor building addition or small parking lot, a site plan may be eligible for administrative review by Planning and Engineering to streamline the process. Approval of a site plan is a prerequisite for the issuance of a building permit.

## SITE PLAN SUBMITTAL

Site plan submittals delivered to the Community Development Department by 12:00 p.m. on Friday are reviewed the following Wednesday at 10:00 a.m. by the Site Plan Review Committee. The plan submittal should include the following:

### 1. Site Plan (5 Plan Sets + Review Fee)

- Site Layout – Existing and Proposed Conditions
- Utility Plan
- Grading and Drainage Plan
- Landscape Plan
- Photometric Plan
- Building Elevations and Floorplans (as needed)

#### Site Plan Review Fee:

- \$250
- \$500 – Commercial/Industrial > 10,000 sq. ft.
- \$500 – Multifamily > 8 units

### 2. Stormwater Management (1 Plan Set + Review Fee + Erosion Control Application)

Review Fee: \$700 + \$40/disturbed acre

The Erosion Control & Stormwater Management permit application and other documents are available on the Public Works Engineering page of the City’s website: [www.fdl.wi.gov](http://www.fdl.wi.gov)

### 3. Utility Plan – PDF Required

Transmit PDF via email to: [jdahlin@fdl.wi.gov](mailto:jdahlin@fdl.wi.gov) and [kellefsen@fdl.wi.gov](mailto:kellefsen@fdl.wi.gov)

### 4. Traffic Control Plan

Provide traffic control plan for construction that requires temporary street closure, sidewalk closure due to the placement of scaffold, construction staging area, etc.

## SITE PLAN MEETING

The Site Plan Review Committee meets in the Community Development Department located on the 4<sup>th</sup> floor of the City County Government Center, 160 South Macy Street.

The project designer, architect or engineer must attend the meeting. Where changes to a site plan are identified in the review process, a revised plan is submitted at the convenience of the project representative; there is no timeline for resubmittal and an additional meeting by the Site Plan Committee is not necessary. Staff review time for a revised plan is approximately one week.

## PLAN APPROVAL

The approved plan is sent to the Project Representative; a copy of the plan is retained by the Community Development Department and a copy is provided to the Building Inspector. The erosion control and stormwater management approvals are provided to the project representative separately by the Engineering Division. The site plan approval is valid for 12 months; if a building permit is not secured within the 12-month period the site plan approval will be null and void.

## SITE PLAN ELEMENTS

1. **Lot boundaries**, including dimensions; location of easements (utility, drainage, access).
2. **Site Information:**
  - Zoning Designation
  - Setback Requirements
  - Parking Requirement and Parking Provided
  - Floodplain Limits and Designation (including base flood elevation)
  - Airport Height Limitations (Refer to FDL County GIS map, Airport Zoning)
3. **Setbacks.** Delineate limits of required building and parking setbacks. Provide setback dimensions of all new construction. If an existing building or parking lot will be modified or expanded, show the setback of the existing development and also the new development.
  - a. Building setback regulations. Refer to *Schedule III* (Residential), *Schedule V* (Business) or *Schedule VII* (Commercial-Recreation, Office, Industrial) of Municipal Code Chapter 720, Zoning.
  - b. Parking setback regulations.
    - Front Yard - Residential. The front yard parking lot setback for a property in a residential district must be not less than the minimum building setback requirement. Refer to *Zoning Code Schedule III*.
    - Front Yard - Business, Office or Manufacturing Districts:

C-1 District:	5 feet	M-1 District:	30 feet
C-2 District:	10 feet	M-BP District:	50 feet
O District:	15 feet		
    - Side Yard/Rear Yard. Unless otherwise specified by the Zoning Code or by protective covenants of a City Industrial Park, the minimum landscape setback for a side and/or rear yard is 5 feet. A landscape setback is not required for interior lot lines that abut a public alleyway, where a parking lot abuts the building wall of an adjacent property, or where a parking lot abuts a parking lot of an adjacent property, provided that curbing, wheel stops or similar measures are utilized to prevent vehicles from rolling across a lot line.
4. Provide calculation of the **gross floor area** of each building and identify the occupancy/use.

5. **Parking.** The parking requirement is based on the gross square footage of the building (Refer to *Schedule IX* of Municipal Code Chapter 720, Zoning). Show existing and proposed parking spaces, and existing and proposed driveways; provide dimension of stall size, aisle width, and handicap accessible parking spaces. Setback areas must be landscaped to screen on-site parking from the view of the public right-of-way and neighboring properties;
- a. Surface materials. Concrete or asphalt surface for parking and driveway areas is required. Existing gravel driveways and parking areas must be improved to meet City regulations when building and/or property modifications are planned.
  - b. Parking stall size. Minimum width, 9 feet; minimum depth 18 feet. Aisle width, 24 feet (two-way traffic, 90 degree stall arrangement).
  - c. Screening and landscape requirements. Landscape screening is required for off-street parking lots on all sides except when a side or rear yard abuts another parking lot, where the side or rear building wall of an adjacent property is situated at or near the common lot line, or adjacent to a public alleyway. Landscaping should complement the property and adjacent properties, and include a mix of deciduous and coniferous trees and shrubs. The minimum height of shrubbery is 24" at the time of planting; the minimum caliper of a tree is 2 inches. Plantings shall be designed to provide an effective, dense screen within two years after the date of planting. A landscape island or planter is required at the end of each row in a parking area for more than 40 vehicles. The size of a landscape island should be at least the size of a parking stall.
  - d. Off-street loading. A loading berth cannot be sited in a front yard and/or less than 25 feet from the nearest point of intersection of any two streets. Loading and access must be located entirely on the property to be served.
  - e. Driveways.

Single Family Condominium Homes - Common Driveway: The common driveway area is the private roadway that serves the development. The maximum driveway width between the required front yard setback area and the public right-of-way line is 24 feet; in other areas the maximum driveway width is 20 feet. The 20' width may be increased where the Fire Department determines a modification is necessary for public safety. Parking is not allowed along common driveways.

Single Family Condominiums - Individual Driveway: The individual driveway is the paved area between the common driveway and the dwelling unit. The maximum width for a linear distance of 30 feet may reflect the width of the garage; after that point the driveway must taper to a width of 20 feet at the point of intersection with the common driveway.

Multifamily: The maximum driveway width between the required front yard setback area and the public right-of-way line is 24 feet; in all other locations on the property the maximum driveway width is 20 feet. The 20' width may be increased where the Fire Department determines a modification is necessary for public safety. Parking is not allowed along common driveways.

Commercial: Maximum 24' feet width at the public right-of-way line. An exception to

allowable driveway width may be considered in the instance of shared ingress/ egress between adjacent properties and land uses, and for high volume streets.

Manufacturing: Maximum driveway width shall be determined on a case-by-case basis and shall consider circumstances of the individual property and land use.

6. **Stormwater Management Plan.** Required application forms, fee schedule, ordinance requirements, and other information is provided on the Public Works Engineering page of the City of Fond du Lac website, including:

- Erosion Control & Stormwater Management Permit Application
- Stormwater Management Plan Review Checklist
- Stormwater Maintenance Agreement
- As-Built Record Drawing Plan Review Checklist
- Erosion Control, Stormwater Management & Illicit Discharge Ordinance
- Construction Site Erosion Control Reference Guide
- Post-Construction Stormwater Reference Guide

7. **Grading and Drainage Plan.** The plan must demonstrate that drainage is managed on-site and that the drainage pattern will not create a problem for neighboring lands. Show existing and proposed site grades, existing trees, drainage patterns and significant land features and buildings. Water runoff cannot drain onto or across adjacent land unless there is an established drainage course. In some cases it may be necessary to modify lot grading or construct a connection to the city storm sewer.

- a . Use USGS datum.
- b . Provide location and elevation of benchmark used.
- c . Show proposed site elevations, at lot corners, along lot lines and at all buildings.
- d . Use differing symbols to indicate existing and proposed elevations.
- e . Use arrows to indicate the drainage flow. Show existing and proposed catch basins, swales, berms and ridges necessary for proper drainage of the property.
- f . Minimum slope grass areas: 1.0% (12" per 100')  
Minimum slope asphalt areas: 0.5% (6" per 100')  
Minimum concrete curb/gutter: 0.4% (4.75" per 100')

8. **Utility Plan.** Existing and proposed sanitary sewer, storm sewer, water, natural gas, electric, telephone, fiber optic, other utility lines. Fond du Lac Department of Public Works policy requires a minimum 6" sewer lateral for all installations. For fire protection purposes, the minimum water lateral is 6". Provide PDF with site plan submittal and email to: [jdahlin@fdl.wi.gov](mailto:jdahlin@fdl.wi.gov) and [kellefsen@fdl.wi.gov](mailto:kellefsen@fdl.wi.gov)

9. **Fire Protection.** Hydrant location, building access for fire apparatus, hazards, internal fire suppression systems.

10. **Landscape Plan.** Existing natural site topography and mature plantings should be considered in the landscape plan. The plan should provide a mix of deciduous and coniferous trees and shrubbery, lawn, groundcover and seasonal plantings, and include foundation plantings and groupings of plantings at the entryways to the property. Landscaping is required to screen on-site parking, within front yard setback areas along a

public right-of-way, and along interior lot lines to provide a transition and buffer for adjoining properties.

11. **Lighting Plan.** A lighting plan is required when exterior lighting is installed or modified, or when a property is affected by site plan review. The lighting plan must include light fixture details which depict the height, design, and method of shielding; a photometric plan must show the proposed intensity of illumination distributed across the site in a grid-like fashion. Site illumination shall be arranged so as not to reflect direct light, glare or wash onto adjacent properties or the public right of way.
  - a. Utilize fixtures that reflect the architecture and style of the building(s) and the overall site design.
  - b. Height of freestanding light fixtures is measured from finished grade to the top of the light fixture:
    - (1) Commercial, institutional and industrial properties and uses located adjacent to residential properties and uses: Maximum 18'
    - (2) Commercial and industrial properties and uses: Maximum 24'
    - (3) Institutional, educational, and residential properties and uses: Max. 12'
12. **Trash and Recycling Container Enclosure.** Show location and architectural details. A trash enclosure may not be located within the front yard of a property and not less than 5' from a side or rear lot line. Minimum wall height is 6 feet. For a residential development the materials shall match the materials of the residential building(s); for commercial or industrial development, the materials shall match or complement the building façade.
13. **Fences and Retaining Walls.** Show location and height of existing fences and retaining walls and the location of new fences and walls. Provide architectural details of any new fence and/or retaining wall;
14. **Sidewalk.** Sidewalk is required along all property boundaries that abut a public street; construction shall comply with City standards. Sidewalk installation shall coincide with site development.
15. **Architectural Elevations and Floor Plans.** As required.
16. **Floodplain.** Identify the regional flood elevation, lowest floor elevation, perimeter fill elevation (where required), and limits of the flood fringe and floodway areas. Use NAVD 88 vertical datum. An as-built Elevation Certificate is required. (Refer to Municipal Code Chapter 690, Floodplain Zoning.)
17. **Traffic Control Plan.** Provide a traffic control plan for construction that requires temporary street closure, sidewalk closure due to the placement of scaffolds, construction staging area, etc.

## INFORMATION

- For information regarding zoning and floodplain regulations, and for assistance regarding the general process of site plan review, contact the Community Development office at (920) 322-3440.
- Fond du Lac City Engineering will provide benchmark locations and information on the location of municipal utilities including water, sanitary sewer and storm sewer. Permits are required for work in the street and terrace areas. City Engineering: (920) 322-3470.
- The Fond du Lac Water Utility is a municipally owned and operated utility providing water service to residents and businesses. For information or questions regarding wellhead protection requirements, existing services and/or new services, contact the Water Operations Manager at (920) 322-3680.
- All new construction is subject to a plan review that includes such items as hydrant location, building access for fire apparatus, details regarding any hazards, internal fire suppression systems. For questions or information contact the Fire Inspector at (920) 322-3807.
- To locate utility lines including gas, electric, telephone and cable television, call Digger's Hotline at 1-800-242-8511 prior to site plan preparation.
- Prior to the start of any work on a project, contact the Building Inspection Division for any permits that may be required: (920) 322-3570.

# ZONING

## 720 Attachment 9

### City of Fond du Lac

#### Schedule IX Minimum Off-Street Parking Requirements [Amended 11-28-2018 by Ord. No. 3680]

Land Use or Activity	Spaces Required*	Remarks**
1. Animal hospital, kennel, doggie day care: for each employee plus: for each 5 crates, suites or animals	1.00 1.00	
2. Assisted living facility, community living arrangement, convalescent home, nursing home: for each employee plus: for each 4 residents	1.00 1.00	
3. Automotive: fuel center for each 200 square feet of gross floor area	1.00	See Note 1
4. Automotive - repair, paint, service, detail, body shop: for each employee plus: for each service bay	1.00 1.00	
5. Automotive - sales, including accessory services: for each 400 square feet of gross floor area	1.00	
6. Bank, financial institution: for each 300 square feet of gross floor area	1.00	
7. Bar, tavern, nightclub, teen club, arcade, adult-oriented establishment: for each 100 square feet of gross floor area	1.00	
8. Bed-and-breakfast inn: for each guest room or suite plus: for owners of dwelling	1.00 2.00	
9. Bowling alley: for each lane plus: for any ancillary uses such as restaurants	3.00 As required	
10. Brew pub: for each 100 square feet of pub or dining area plus: for each 2,000 gross square feet of brewery, bottling, distribution	1.00 1.00	
11. Car wash: for each employee	1.00	See Note 2
12. Church, chapel, place of worship: for each 5 seats of design capacity	1.00	
13. Conference center, meeting hall, private club or lodge, gymnasium, arena, place of assembly: for each 5 seats of design capacity	1.00	
14. Day-care, adult or group: for each employee plus: for each 5 users (peak shift)	1.00 1.00	
15. Dwelling, 1- and 2-family: for each dwelling unit	2.00	
16. Dwelling, multifamily: for each efficiency and 1-bedroom dwelling unit: for 2+ bedroom dwelling unit: plus: visitor parking, for each 6 units	1.00 2.00 1.00	
17.		
18. Fitness center, health spa: for each 100 square feet of usable floor area or for each 5 persons based on design capacity, whichever is greater	1.00	
19. Furniture and appliance sales and repair: for each 800 square feet of gross floor area	1.00	
20. Funeral home: for each 100 square feet of gross floor area	1.00	
21. Fraternity, sorority, college dormitory: for each bed	0.50	
22. Greenhouse, landscape facility, contractor facility: for each employee plus: for each 1,000 square feet of gross building or sales area	1.00 1.00	
23. Hospital: for each patient room	1.00	

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Land Use or Activity	Spaces Required*	Remarks**
24. Hotel: for each room or suite plus: for any ancillary use such as restaurant, meeting hall, etc.	1.00 As required	
25. Library, museum, art gallery, photography studio and similar uses: for each 1,000 square feet of gross floor area	1.00	
26. Manufacturing, fabricating, cleaning, testing, assembling, repair, service, rental facility, printing and publishing, machine shop, welding shop, bottling, distribution, and similar uses: for each 300 square feet of office gross floor area plus: for each 3,000 square feet of non-office gross floor area or for each employee, whichever is greater	1.00 1.00	
27. Medical clinics, therapy and rehabilitation, diagnostic services, laboratories: for each 200 square feet of gross floor area	1.00	
28. Office - business and professional: for each 300 square feet of gross floor area	1.00	
29. Personal services - barbershop, salon (hair/nails/tanning), massage, pet grooming, tattoo/piercing establishment: for each 200 square feet of gross floor area	1.00	
30. Recreation facility (indoor or outdoor), swimming pool, skating rink, tennis court, golf course and similar uses: for each employee plus: for each 4 persons based on design capacity	1.00 1.00	
31. Restaurant: for each 100 square feet of gross floor area	1.00	
32. Restaurant, takeout: for each 200 square feet of gross floor area	1.00	See Note 3
33. Retail businesses and services: for each 200 square feet of gross floor area	1.00	
34. School - college, university, vocational, technical: for each 2 students based on the design capacity of the facility	1.00	See Note 4
35. School - elementary and middle: for each faculty and staff member	1.00	See Note 4
36. School - high: for each 7 students of design capacity	1.00	See Note 4
37. Shopping centers, building supply, home improvement center, commercial establishment containing at least 25,000 gross square feet: for each 250 square feet	1.00	
38. Theater, performing arts center: for each 4 seats of design capacity	1.00	
39. Veterinary clinic: for each 200 square feet of gross floor area	1.00	
40. Warehouse, storage, wholesale establishment: for each 300 square feet of office space plus: for each 3,000 square feet of non-office gross floor area or for each employee, whichever is greater	1.00 1.00	
41. All other business and commercial establishments: for each 200 square feet of gross floor area	1.00	

**NOTES:**

\* When the totals indicate that a partial space is required, a full space shall be provided. When standards are listed per employee, the standard refers to maximum employees on the premises at peak shift.

**\*\* Remarks for Schedule IX**

1. Requirement based on building size. Parking for a convenience store and other accessory uses shall be provided in designated spaces independent of fuel islands.
2. In addition to the required parking spaces, reservoir standing space to accommodate vehicles waiting for service shall be provided in an amount equal to five times the number of automobiles undergoing some phase of laundering at the same time.
3. A takeout restaurant shall be considered a retail business, provided there is no in-house dining and food items are intended for consumption off premises.
4. When facilities for public assembly are accessory to a school, parking shall be based on the greater requirement of the individual uses.



ZONING

720 Attachment 5

City of Fond du Lac

Schedule V  
Bulk Requirements  
Business Districts

[Amended 5-14-2014 by Ord. No. 3547]

District	Land Use or Activity	Minimum Yards* (See §§ 720-10 and 720-11)			Maximum Building Height
		Front	Side	Rear	
C-1	All permitted uses except when special conditions or special permit provisions state otherwise	None required, except along Main Street no structure shall be less than 40 feet from the center of the existing right-of-way	None required except: 1. If side yard is provided, it shall be at least 5 feet 2. 20 feet when adjacent to a residential district	None required, except 25 feet when adjacent to a residential district	
C-2	All permitted uses except when special conditions or special permit provisions state otherwise	20 feet for each lot or satellite lot of shopping center, except 150 feet for shopping center (25 acres or more)	2 required for each lot or satellite lot of shopping center, each not less than 10 feet, except: 1. 25 feet when adjacent to a residential district 2. 50 feet for shopping center (25 acres or more)	25 feet for each lot or satellite lot of shopping center, except 60 feet for shopping center (25 acres or more)	3 stories or 35 feet whichever is less

**NOTES:**

\* Bulk requirements for uses permitted by special permit may be modified as City Council deems appropriate in its review of a proposal.

ZONING

720 Attachment 3

City of Fond du Lac

Schedule III

Bulk Requirements

Residential Districts

[Amended 5-14-2014 by Ord. No. 3547]

District	Land Use or Activity	Minimum Lot Area (square feet)	Minimum Lot Width (feet)	Minimum Lot Depth (feet)	Yards (See §§ 720-10 and 720-11) (feet)				Maximum Building Height (feet)	Maximum Lot Coverage
					Front	Side		Rear		
						One	Total			
All	Nonresidential uses	10,000	80	125	30	30	70	40	35	50%
R-1	All permitted uses	10,000	80	125	30	6	18	20	35	35%
	1-family dwelling lot of record on April 23, 2014	6,000	50	115	25	5	14	20	35	35%
R-2	1-family dwelling	6,000	50	115	25	6	18	20	35	35%
	2-family dwelling	10,000	80	125	25	6	18	20	35	35%
R-3	1- and 2-family dwelling	6,000	50	115	25	5	14	20	35	35%
	Multifamily dwelling	20,000 or 3,000 per dwelling unit, whichever is greater	25 for each dwelling unit; maximum required: 125	115	25	12	30	20	45	40%
R-4	1- and 2-family dwelling	6,000	50	115	25	5	14	20	35	35%
	Multifamily dwelling within 200 feet of R-1 District	25,000 or 4,500 per dwelling unit, whichever is greater	30 for each dwelling unit; maximum required: 150	115	35	30	70	20	35	40%

# ZONING

## 720 Attachment 7

### City of Fond du Lac

#### Schedule VII

#### Bulk Requirements\*

#### Commercial-Recreation, Office and Industrial Districts

District	Land Use or Activity	Minimum Lot Area (square feet)	Minimum Lot Width (feet)	Minimum Yards* (See §§ 720-11 and 720-13)			Maximum Building Height
				Front	Side	Rear	
C-R	All permitted uses except when special conditions or special permit requirements state otherwise	10,000	80	20 feet	5 feet, except 20 feet when adjacent to a residential district	20 feet	3 stories or 40 feet whichever is less
O	All permitted uses except when special conditions or special permit requirements state otherwise	10,000	80	20 feet	10 feet, except 20 feet when adjacent to a residential district	25 feet	
M-1	All permitted uses except when special conditions or special permit requirements state otherwise			30 feet	15 feet, except 30 feet when adjacent to a residential district; none required when adjacent to a railroad right-of-way	25 feet, except none required when adjacent to a railroad right-of-way	
M-BP	All permitted uses except when special conditions or special permit requirements state otherwise	120,000 Exception: 5 acres for lots abutting state or federal highways	250	50 feet; 100 feet for yard abutting state or federal highway	30 feet or 45% of building height, whichever is greater; 100 feet for yard abutting state or federal highway	30 feet or 45% of building height, whichever is greater; 100 feet for yard abutting state or federal highway	

**NOTES:**

\* Bulk requirements for uses permitted by special permit may be modified as the City Council deems appropriate in its review of a proposal.

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District	Land Use or Activity	Minimum Lot Area (square feet)	Minimum Lot Width (feet)	Minimum Lot Depth (feet)	Yards (See §§ 720-10 and 720-11) (feet)				Maximum Building Height (feet)	Maximum Lot Coverage
					Front	Side		Rear		
						One	Total			
	Multifamily dwelling	15,000 or 3,000 per dwelling unit, whichever is greater	25 for each dwelling unit; maximum required: 125	115	20	10	25	20	None	50%

**NOTES:**

Lot depth. Minimum lot depth shall be measured from the front lot line to the rear lot line. For lots where the front and rear lot lines are not parallel, the lot depth should be measured by drawing several evenly separated lines from the front to rear lot lines, at right angles to the front lot line, and averaging the length of these lines.

Lot width. Minimum lot width shall be measured at the front yard setback line. Corner lots shall be increased in width by 25% over the minimum required width of interior lots.

Lot area. In the R-1 District, 20% of the lots in a subdivision may utilize a minimum lot area of 8,750 square feet (minimum dimensions of 70 x 125). This provision shall not be applicable to lots situated on a cul-de-sac street greater than 500 feet in length.

Lot coverage/parking. Sixty-five percent of all required front yard area shall be maintained in open space and not used for parking and driveways.