



CITY OF FOND DU LAC SITE PLAN REVIEW

Site plan review is required for commercial, industrial, multifamily residential development, institutional and educational uses, and for other uses specified by the Zoning Code. The site plan requirement affects the first-time development of a property, building additions, site modifications, parking lots, and parking lot expansions. Approval of a site plan is required for the issuance of a building permit. **Preliminary Site Plan Review** by the Site Plan Committee is available upon request.

SITE PLAN SUBMITTAL REQUIREMENTS

Site plans delivered in person or by email to the Community Development Department by 12:00 p.m. on Friday are reviewed independently by the Site Plan Review Committee. Comments from the committee will be provided by City Staff to the project applicant by the following Thursday morning. The submittal must include the following:

1. Electronic Copy of Site Plan Set + Review Fee (\$600) + Utility Plan PDF

Site Layout, Utility Plan, Grading and Drainage Plan, Landscape Plan, Photometric Plan
Building Elevations and Floorplans (if required)

Provide Site Plan Set and Utility Plan PDFs to: CD@fdl.wi.gov and ccheevers@fdl.wi.gov

2. Stormwater Management Plan + Review Fee (\$700 + \$40/disturbed acre) + Erosion Control Application

The Erosion Control & Stormwater Management permit application and related documents are available at the Department of Public Works/Engineering page of the City's website: www.fdl.wi.gov

3. Site Plan Set (2) paper copies shall be submitted upon site plan approval to:

Community Development, 160 S Macy St, Fond du Lac, WI 54935.

PRELIMINARY SITE PLAN REVIEW

Electronic Copy of Site Plan Set + Review Fee (\$200)

Review fee may be applied to the final site plan submittal within 90 days of the preliminary plan review.

Site Plan Set (2) paper copies shall be submitted upon site plan approval to:

Community Development, 160 S Macy St, Fond du Lac, WI 54935.

A preliminary site plan should show existing and proposed development, on-site parking, driveway access, and areas of landscaping. Detailed grading/drainage/utility plans and stormwater management plans are not required; however, suitable conceptual details for discussion is recommended. A site plan submittal delivered to the Community Development Department by 12:00 p.m. on Friday is reviewed independently by the Site Plan Review Committee. Comments will be provided to the project applicant by City Staff by the following Thursday morning. Provide Site Plan Set PDFs to: CD@fdl.wi.gov and ccheevers@fdl.wi.gov. An in-person meeting is optional and at the request of the project applicant.

ADMINISTRATIVE SITE PLAN REVIEW

Electronic Copy of Plan Sets + Review Fee (\$150)

Erosion Control & Stormwater Management Plan + Review Fee*

*Contact Nick Waldschmidt, Stormwater Engineer (920) 322-3470 for submittal requirements.

Site Plan Set (2) paper copies shall be submitted upon site plan approval to:

Community Development, 160 S Macy St, Fond du Lac, WI 54935.

Administrative Review by Planning and Engineering staff is offered for minor projects. Projects that may qualify for administrative review include a building addition less than 650 square feet in area, a building or structure secondary to a principal use, parking lot construction/additions/modifications, changes to required site landscaping and/or lighting, and similar projects. The determination for administrative site plan review is at the discretion of the Community Development Department. Plan submittal is at the convenience of the project designer; there is no deadline and a formal meeting does not occur. Staff review time is approximately 7-10 days.

SITE PLAN MEETING (OPTIONAL)

10:00 a.m. Wednesday

This in-person meeting is optional and at the request of the project applicant. The Site Plan Review Committee meets in the Community Development Department Conference Room located on the 4th floor of the City County Government Center, 160 South Macy Street.

If an in-person meeting is not requested by the applicant, site plan review comments will otherwise be sent to the applicant via email by Thursday morning. Where design issues and noncompliance with City regulations and codes are identified in the plan review, a revised site plan to address relevant comments is required. The revised plan is submitted at the convenience of the project designer; 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 7-10 days.

PLAN APPROVAL

Site plan approval is valid for 12 months; if a building permit is not issued within the 12-month period the site plan approval is void. An approved plan may not be changed, modified or altered without the authorization of the City. If the Community Development Department determines that a proposed change or alteration of an approved plan is minor and meets the intent of the original approval, a revised site plan may not be required. In all other cases, a revised plan must be resubmitted for approval.

INFORMATION

- The **Fond du Lac Municipal Code** is a searchable online document and may be viewed on the City's website: www.fdl.wi.gov
 - Zoning Regulations: Chapter 720
 - Floodplain Regulations: Chapter 690
 - Erosion Control and Stormwater Management: Chapter 325
- **Fond du Lac County GIS:** www.fdlco.wi.gov
 - Municipal Zoning
 - Airport Zoning
 - Floodplain Boundaries
 - Shoreland and Wetland Areas
- For information regarding zoning and floodplain regulations, and for assistance regarding the general process of site plan review, call the Community Development office: (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 municipally owned and operated, providing water service to the community. For questions regarding wellhead protection requirements, existing services and/or new services, call the Water Operations Manager at (920) 322-3680.
- New construction is subject to a plan review for hydrant location, building access for fire apparatus, details regarding any hazards, and internal fire suppression systems. For questions or information, contact the Division Chief of Fire Inspection: (920) 322-3807
- To locate utility lines prior to site plan preparation including gas, electric, telephone and cable television, call Digger's Hotline: 1-800-242-8511
- Prior to the start of any work on a project, call the Building Inspection Division for permits that may be required: (920) 322-3570.

SITE PLAN CHECKLIST

☐ **Development Regulations**

Refer to Municipal Code Chapter 720, Zoning

Schedule III – Residential Districts (See also 720-32 and 720-33)

Schedule V – Business Districts

Schedule VII - Commercial-Recreation, Office, Industrial Districts (See also 720-55)

Wellhead Protection Overlay District: 720-25

City Industrial Parks: Development is subject to Protective Covenants in addition to zoning code regulations. Refer to the Community Development page of the City of Fond du Lac website: www.fdl.gov

☐ **Site Information**

Provide table to show:

Zoning Designation

Building Setback Requirements

Building Height – Allowable Height and Proposed Height

FDL County Airport Zoning – Building Height Restriction

Lot Area

Lot Coverage – Residential Development, Business Park Development

Density – Residential Development

On-Site Parking – Number of Spaces Required and Number Provided

☐ **Floodplain**

Refer to Municipal Code Chapter 690, Floodplain Zoning

Show flood fringe boundary and floodway boundary. Identify regional flood elevation, lowest floor elevation, perimeter fill elevation (where required); use NAVD 88 vertical datum. An As-Built Elevation Certificate is required for new construction. A Floodproof Certificate is required for the use of floodproof construction design.

☐ **Architectural Elevations and Floor Plans**

Building elevation drawings and floor plans are required where specified by the zoning code, a special use permit or variance, or for development in a City industrial park.

☐ **Trash Enclosure**

Show location and provide architectural detail of enclosure, including height and materials.

Trash and recycling containers/dumpsters must be enclosed by a solid wall not less than 6' in height. Enclosure may not be sited in a front yard area; 5' minimum side/rear yard setback.

Residential: Enclosure shall match the materials of the residential building(s).

Commercial: Enclosure shall match or complement the building façade.

Industrial: May use chain link fencing with privacy slats, wood or masonry fence.

□ **On-Site Parking**

Refer to Municipal Code Chapter 720, Zoning: Schedule IX and Article X

Identify the use of all buildings on the premises and provide the gross square footage of each building. Show existing and proposed parking, and existing and proposed driveways; dimension stall size, aisle width, and handicap accessible parking spaces.

Parking Setbacks: Parking lot setback areas must be landscaped to screen vehicles from the view of the public right-of-way and neighboring properties. Screening is required on all sides of a parking lot 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 a common lot line, or along the lot line adjacent to a public alleyway. A landscape island or planter area at least the size of a parking stall is required at the end of each row in a parking lot for more than 40 vehicles.

Front Yard:

Residential Districts: Not less than the minimum building setback requirement.

Business, Office or Manufacturing Districts:	C-1 District:	5 feet
	C-2 District:	10 feet
	O District:	15 feet
	M-1 District:	30 feet
	M-BP District:	50 feet

Side Yard/Rear Yard: 5 feet, unless otherwise specified by the Zoning Code or the protective covenants of a City Industrial Park.

Surface Materials: Concrete or asphalt surface for parking and driveway areas is required. Existing gravel driveways and parking areas must be paved and improved to meet City regulations when building construction/alterations and/or property modifications are planned.

Parking Stall Size: Minimum width, 9 feet; minimum depth 18 feet. Aisle width, 24 feet (two-way traffic, 90 degree stall arrangement).

Off-Street Loading: A loading berth cannot be sited in a front yard and/or less than 25' from the nearest point of intersection of any two streets. Loading/access must be located entirely on-site.

Driveway Width:

Single Family Condominium Homes - Common Driveway: The common driveway is the private internal roadway. Maximum pavement width between the front yard setback and the right-of-way line, 24 feet; in other areas, 20 feet. No parking along common driveway.

Single Family Condominiums - Individual Driveway: The individual driveway is the area between the common driveway and the dwelling unit. Pavement width may match garage width for a distance of 30 feet from the front of the garage; after that point the driveway width must taper to a width not greater than 20 feet, to the common driveway.

Multifamily: Maximum driveway width between the front yard building setback and the right-of-way line, 24 feet; in all other locations, 20 feet. No parking along common drives.

Commercial: Maximum 24 feet width at the right-of-way line. An exception may be considered for shared access and for high volume streets.

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

☐ **Landscape Plan**

Plantings are required to screen on-site parking, within front yard setback areas, and along interior lot lines to provide a buffer for adjoining properties.

Existing natural site topography and desirable mature plantings should be considered in a landscape plan. The plan should provide a mix of deciduous and coniferous trees and shrubbery, lawn, groundcover and seasonal plantings, foundation plantings, and groupings of plantings at driveway/ boulevard entryways to a property.

Shrubbery height: Minimum 24" at the time of planting. Deciduous tree height: Minimum 2 inches at the time of planting.

Multifamily Development: When a lot in an R-3 or R-4 district is adjacent to land in a R-1 (Single Family Residential) district, a buffer strip at least 10 feet wide must be provided along the length of the R-1 property where the adjacent land is developed or planned for single- family use. A buffer strip is not required when the adjacent R-1 property is occupied by a public, institutional or a non-residential use.

Single-Family Condominium Development: A landscape buffer at least 10 feet wide must be provided along all property boundaries that abut an area of R-1 zoning planned or developed for traditional single family residential uses. A buffer strip is not required when the adjacent R-1 property is occupied by public, institutional or some other non-residential use.

☐ **Lighting Plan**

Photometric plan is required when exterior lighting is installed or modified.

Show fixture location and intensity of illumination distributed across the site in a grid-like fashion. Site illumination may not direct or reflect light, glare or wash onto adjacent properties or the public right of way. Provide detail to show pole height, measured from finished grade to the top of the fixture:

- Commercial, institutional and industrial properties and uses located adjacent to residential properties and uses: Maximum 18'
- Commercial and industrial properties and uses: Maximum 24'
- Institutional, educational, and residential properties and uses: Maximum 12'
- Outdoor recreational facility designed for active recreation, whether publicly or privately owned, where the facility is not within 200 feet of property zoned for residential use or property used for residential purposes – light pole height is not limited, provided:
 - Light pole(s) maintains a setback from a lot line not less than the light mounting height;
 - Light pole siting shall consider existing and proposed landscape elements and topography;
 - Lighting may be used only for the duration of an event.
- Outdoor recreation facility designed for active recreation, whether publicly or privately owned, within 200 feet of property zoned for residential use or property used for residential purposes - light pole height that exceeds the maximum height described above will require review and approval of the Plan Commission.

☐ **Outdoor Storage**

Delineate site area reserved for outdoor storage; provide architectural detail of enclosure.

Outdoor storage for a permitted use in a non-residential district may be allowed, provided the size of the storage area is accessory to the principal use and enclosed with a solid fence or wall not less than 6 feet in height. Outdoor storage is not permitted within a front yard (i.e. the area between the building line and the street line) and it may not occupy the area of required parking for the principal use; required parking must be situated outside of the storage area. Fence location is regulated by the zoning district of the property and, where applicable, protective covenants of Fond du Lac Industrial Parks.

☐ **Fences and Retaining Walls**

Refer to Municipal Code Chapter 720, Zoning

Commercial/Office/Industrial: 720-11 C(9) and 720-11 C(10.1)

Residential: 720-11 C(9) and 720-11 C(10)

Show location and height of existing fences and retaining walls, and location of new fences and walls. Provide architectural details of any new fence or wall.

☐ **Utility Plan**

Provide PDF with site plan submittal to: CD@fdl.wi.gov and ccheevers@fdl.wi.gov

Show existing and proposed sanitary/storm sewer, water, natural gas, electric, fiber optic. Minimum 6" sewer lateral for all installations. For fire protection, minimum 6" water lateral.

☐ **Fire Protection**

Hydrant location (public and/or private hydrant)

Building access for fire apparatus

Hazards

Internal fire suppression and alarm systems

Lockbox location

☐ **Grading and Drainage Plan**

Show existing and proposed site grades, drainage patterns and significant land features and buildings. Drainage must be managed on-site; 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.

- Use USGS datum.
- Provide location and elevation of benchmark used.
- Show proposed site elevations, at lot corners, along lot lines and at all buildings.
- Use differing symbols to indicate existing and proposed elevations.
- Use arrows to indicate the drainage flow. Show existing and proposed catch basins, swales, berms and ridges necessary for proper drainage of the property.
- 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')

☐ **Stormwater Management and Erosion Control**

Refer to City of Fond du Lac (Public Works/Engineering) website: www.fdl.wi.gov

Erosion Control & Stormwater Management Permit Application

Stormwater Maintenance Agreement

Stormwater Management Plan Review Checklist

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

☐ **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.

☐ **Sidewalk Construction**

Refer to Municipal Code Chapter 568, Streets and Sidewalks, Section 568-29

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.