

CHAPTER 12

Site Development

A. Introduction

Generally site development requirements, as they relate to the public way, are covered in the preceding chapters.

B. General Requirements

1. All site plans in the Residential, Industrial, Business, Commercial or Conservancy Zoning Districts, shall be referred to the City Planning Department for review and approval in conformance with Section 15.37(2)(a) of the Manitowoc Municipal Code.
2. A site plan is required for the following activities:
 - a. New construction and additions to existing buildings (excluding residential developments with 4 or fewer dwelling units).
 - b. A new use, or expansion of an existing use in a facility/structure, which may require additional off-street parking.
 - c. New off-street parking areas for 5+ vehicles.
 - d. Expansion of existing off-street parking areas for 5+ vehicles.
3. Site plans are required for all non-residential developments and all residential developments with 5 or more dwelling units in a single building.
4. Site plans (3 copies) for residential developments having 4 or fewer dwelling units on a lot of record need only be submitted to the Director of Building Inspection for approval.
5. Site plans shall be prepared by a registered surveyor, civil engineer, architect, or practicing land planner. All site information shall be provided on a single sheet, wherever practicable.
6. No building permit shall be issued for new construction or building additions unless In instances where site and off-site improvements are required by City ordinances, State regulations, or municipal departments, and are made a condition for the approval of the overall site development plan, but have not been completed, the

project owner shall issue to the City of Manitowoc an irrevocable letter of credit (LOC). The LOC shall be in an amount approved by the Director of Building Inspection to cover the estimated cost of such required remaining improvements before an occupancy permit is issued. The LOC shall be from a recognized financial institution, and shall be written to the City authority to draw funds from the account not more than 12 months after the date of its issuance, or sooner if public welfare and safety requires.

7. All site plans (including residential developments with 4 or fewer dwelling units) shall include a reference stating that all utility and drainage easement areas on the plan shall comply with:

“Standard Utility Easement Conditions” adopted by the Common Council on November 3, 1997, and recorded at the Manitowoc County Register of Deeds on November 7, 1997 at Volume 1252, Page 498 of Records, as document #798738.

8. Petitions for public works improvements, easements and street dedications shall be required, as applicable, prior to issuance of an occupancy permit.
9. Prior to issuance of an occupancy permit, the project owner or agent shall submit four (4) copies of a final “as built” site plan reflecting any major changes or discrepancies between the original site plan and actual conditions at the site. Submittal of an “as built” plan shall be required prior to issuance of an occupancy permit, unless this condition is waived by the City Planning Department.

C. Submittal Requirements

The following must be submitted to the City Planning Department before initiation of the site plan review process:

- a. **\$200.00 nonrefundable review fee** (plus performance agreement recording fee, if applicable) payable to the “City of Manitowoc” at time of site plan submittal.
- b. **14 copies** of the site plan (all information required under “Information Requirements” below to be placed on a single sheet, if possible), and 1 full set of plans for non-residential, and residential developments with more than 4 dwelling units
- c. All site plans shall also be provided to the City on a 3 ½” computer diskette compact disk or other medium specifically approved by the City planning Department in the City’s current Microstation DGN format or a standard DXF file format, wherever practicable.

- d. **1 copy** of the **certified survey (if applicable)** at a scale no smaller than 1":50'.

D. Information Requirements

1. Name, address, telephone, fax number and e-mail address (if available) of building owner or agent, and the individual or entity responsible for preparation of the site plan.
2. Certified property boundary map prepared by a licensed land surveyor which identifies the boundaries of the property including the staking of all land boundary corners, lot dimensions, area of lot in square feet or acreage, existing easements and right-of-ways, all in accordance with records of the Register of Deeds, as nearly as practicable.
3. Location, dimension, setbacks, maximum height, gross building are (in square feet) and street addresses for all existing and propose buildings and structures on the lot.
4. Location of all existing improvements, visible encroachments upon the property, existing and proposed private roadways, dedicated and reserved Official Map streets and features, public sidewalks, driveways, utilities and their depths, fire hydrants, waste/trash receptacles, proposed drainage structures and culverts, drainage inlets (to convey water to storm sewers rather than sheet drainage), utility connections, and general lot layout.
5. All structures and major features shall be fully dimensioned including distance between structures, distance between driveways, parking areas and structures, and the dimensions of all property lines, easements, required setbacks and open spaces.
6. The number of living units proposed, if any, indicating the unit size and number of bedrooms/unit, and associated on-site parking, plus calculation of how the planned parking complies with Section 15.473(4) of the Manitowoc Municipal Code.
7. Proposed grade of proposed structure(s) to verified city datum with existing topographical information at contour intervals not to exceed one (1) foot, and showing the location of all existing tress, shrubs, hedges, and other major physical and environmental features.
8. Grades of all existing and proposed roads, drives, and sidewalks after construction is completed.

9. Grades and setback of existing and proposed water courses or drainage ditches buildings and other structures on the site as well as on adjacent lots, if any, within 50' of the lot line. Type of monument at each corner of site.
10. Fire protection features, including identification of what building code and construction classification the building is covered by, number of building stories, description of the intended use of the building, disclosure of whether or not a smoke detection system and fire sprinkler system will be installed, and if private hydrants will be installed.
11. Location on the site of all existing and proposed landscape treatments, including tree types and planting specifications, as well as tree groups and existing trees to be retained. See Chapter 15.69 Landscaping and Off-street parking Requirements in the Municipal Code.
12. For shared parking arrangements, provide copies of all cross easements, leases and similar documents evidencing the parking relationship.
13. All first floor plans and elevations drawn to a scale of not less than one-eighth inch per foot, or at a scale acceptable to the City Planning Department.
14. Proposed final grading at contour intervals not to exceed one (1) foot showing proposed surface drainage.
15. Seal and signature of party preparing the site plan.
16. All site plans shall meet all requirements of Chapters 15, 28 and 29 of the Manitowoc City Ordinances.

E. Review of Site Plans by City Plan Commission

In addition to requiring approval of the City Planning Department, the City Plan commission will review site plans under the following circumstances:

- a. Review of all public buildings;
- b. Resolve a disagreement between City departments and utility review agencies regarding the relevancy or appropriateness of a condition(s) required for compliance to a site plan; or
- c. Resolve a disagreement between the property or project owners, and the City regarding the relevancy or appropriateness of a condition(s) required for compliance to a site plan (no work shall be permitted to proceed on a project from the date the Commission receives the written request, and shall not resume until the Commission has made its final determination).

The Commission's decision shall be final and without appeal.

All questions regarding site plans should be directed to:

Manitowoc City Planning Department
900 Quay Street
Manitowoc, WI 54220
Telephone: 920-686-6930
Fax: 920-686-6939

F. General Site Development Standards

1. Public sidewalk will be required adjacent to the site for all but those sites located in industrial parks. Border streets in industrial parks may also require sidewalks.
2. Dumpsters shall be screened by fence of mature hedges.
3. Consideration shall be given to pedestrian traffic and their paths separated from traffic whenever possible.
4. Paved lots and driveways must be five feet from all property lines.
5. Driveways must be 50' from intersections on collector and arterial streets and 25' from the intersection at local to local intersection without permission from the Director of Public Works. Distance is measured from the ROW corner. No driveways will be allowed adjacent to auxiliary turning lanes (right or left turn lanes).
6. One driveway will be allowed per street per site unless pre-approved by the City Engineer. Typically, industrial and large commercial developments and those developments on corner lots are the exceptions to the rule.
7. Where this manual and other regulations conflict, the more stringent shall govern.
8. All City, State (and if applicable – Federal) codes and regulations apply.