



LAND USE APPLICATION

APPLICANT _____ PHONE _____

MAILING ADDRESS _____ EMAIL _____

PROPERTY OWNER _____ PHONE _____

MAILING ADDRESS _____ EMAIL _____

REQUEST FOR:

- | | |
|---|---|
| _____ Conditional Use Permit (CUP) \$350* | _____ Zoning District Change/Map Amendment \$350* |
| _____ Site Plan Review \$350 | _____ Request for Annexation \$350* |
| _____ Certified Survey Map (CSM) \$100 | _____ Planned Unit Development (PUD) \$350* |
| _____ Official Map Review \$350* | _____ Street/Alley Vacation \$350* |
- *Publication of legal notice fees additional.*

STATUS OF APPLICANT: _____ Owner _____ Agent _____ Other

PROJECT LOCATION ADDRESS _____

PARCEL ID# 052- _____ CURRENT ZONING _____

CURRENT USE OF PROPERTY _____

PROPOSED USE OF PROPERTY _____

REQUIRED: Attach a detailed written description of your proposal or request.
Include as much information as possible including planned use, maps, project renderings or drawings, etc.

The undersigned hereby certifies that the information contained in this application is true and correct.

Signed _____ Date _____
(Property Owner)

For Office Use Only	
Date Received: _____	PC #: _____
Fee Paid: _____	Check#: _____
Plan Commission Date: _____	

***The City of Manitowoc Plan Commission meets the fourth Wednesday of each month at 6pm.
Deadline for submission is the Friday two weeks prior to the meeting.***

Please contact the Community Development Department at 920-686-6930 if you have any questions.

CITY OF MANITOWOC
SITE PLAN REVIEW - CONTACT LIST
August 2023



AREAS OF REVIEW	CONTACT PERSON	DEPARTMENT
General Site Plan Review Process, Zoning, Conditional Use Permits, Certified Surveys, Street Dedications	Paul Braun City Planner pbraun@manitowoc.org 920-686-6930	Community Development
Economic Development	Adam Tegen Dir. Community Development ategen@manitowoc.org 920-686-6930	Community Development
Building Codes, Inspections, Sign Codes, Flood Plain	Paul Martell Building Inspector pmartell@manitowoc.org 920-686-6940	Building Inspection
Electrical Codes, Inspections	Bill Nichols Lead Inspector bnichols@manitowoc.org 920-686-6940	Building Inspection
Electrical Service Fiber Optic Data Service	Steve Bacalzo Distribution Operations Manager Manitowoc Public Utilities sbacalzo@mpu.org 920-686-4310	Manitowoc Public Utilities
Plumbing Codes, Inspections	Bill Jindra Plumbing Inspector bjindra@manitowoc.org 920-686-6940	Building Inspection
Water Connections / Service	Rob Michaelson Water Systems Manager Manitowoc Public Utilities rmichaelson@mpu.org 920-686-4354	Manitowoc Public Utilities
Street Openings, Sanitary Sewers, Storm Sewers, Work in Right-of-Way	Greg Minikel Engineering Division Manager gminikel@manitowoc.org 920-686-6910	Public Infrastructure
Storm water, Erosion Control, Storm water Maintenance Agreements	Brad Busse Storm Water Technician bbusse@manitowoc.org 920-686-6910	Public Infrastructure
Fire Protection and Fire Safety	Todd Blaser Fire Chief tblaser@manitowoc.org 920-686-6542	Fire Department
Police Protection and Community Safety	Nick Reimer Police Chief nreimer@manitowoc.org 920-686-6500	Police Department
Phone Service	Kari Jensen TCS Engineer Kj2897@att.com 920-433-4112	AT&T
Gas Service	Marty Schaub Gas Engineer Martin.schaub@wisconsinpublicservice.com 920-657-1815	Wisconsin Public Service
Legal, Contracts, Agreements	Eric Nycz Interim City Attorney 920-686-6990	City Attorney
Cable TV	Jon Burgett Jon_Burgett@cable.comcast.com	Comcast / XFINITY

CITY OF MANITOWOC

SITE PLAN APPROVAL REQUIREMENTS (Rev. 7/18/2022)

A. GENERAL REQUIREMENTS:

- All site plans in the Residential, Industrial, Business, Commercial or Conservancy Zoning Districts, shall be referred to the City Community Development Department (the “Department”) for review and approval in conformance with Section 15.370(2)(a) of the Manitowoc Municipal Code (the “Code”).
- A site plan is required for the following activities:
 - New construction and additions to existing buildings (excluding residential developments with 4 or fewer dwelling units);
 - A new use, or expansion of an existing use in a facility/structure, which may require additional off-street parking;
 - New off-street parking areas for 5+ vehicles; and
 - Expansion of existing off-street parking areas for 5+ vehicles.
- Site plans are required for all non-residential developments and all residential developments with 5 or more dwelling units in a single building.
- 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.
- Site plans shall be prepared by a registered surveyor, civil engineer, architect, or practicing land planner. All site plan information shall be provided on a single sheet, wherever practicable.
- No building permit shall be issued for new construction or building additions unless the site plan has been approved by the Department.
- Performance Agreement MMC 15.370(2)i
If any City ordinance, State regulation or conditions of the site plan approval have not been completed at the time the project owner requests a temporary occupancy permit or final occupancy permit, the Community Development Department may require the project owner to enter into a site plan performance agreement with the City to ensure compliance of all items related to the project.

The performance agreement shall incorporate all compliance conditions and requirements as identified on an approved site plan to secure the implementation and completion of the site plan as approved, including, but not limited to, the following:

1. Conditions relative to financing of necessary public improvements and facilities;
2. A schedule for completion of the project and any phases thereof;
3. Time limits for completion of the development;
4. Requirements for appropriate easements, reservations and land dedications;
5. Letter of credit requirements to assure a timely completion of all landscaping and site improvements required by City ordinance including landscaping and off-street parking requirements under MMC 15.690, requirements of City departments, and State or Federal regulations; and
6. Other conditions, terms, restrictions and requirements relevant to an approved site plan including the termination and amendment of the performance agreement.

(j) Covenant Running with the Land. The performance agreement, and any amendments or modifications to the agreement, shall upon being duly executed by all parties be recorded by the City at the Register of Deeds for Manitowoc County, Wisconsin. The cost of recording fees shall be borne by the project owner, and shall be payable at the time the agreement is executed by the parties, or payable to the City within 15 calendar days of the project owner's receipt of an invoice from the City itemizing these costs. The City at City's sole expense shall, upon project owner completion of all conditions prerequisite to the approval of a site plan and issuance of a certificate of occupancy, terminate all or the relevant parts of the agreement, and file the necessary legal documents at the Register of Deeds.

(k) Compliance with Performance Agreement. Prior to the issuance of a final certificate of occupancy by the Director of Building Inspection for occupancy of a building identified on a site plan pursuant to a performance agreement, the Community Development Department shall be required to first determine whether the provisions of the performance agreement have been met, and then, if all conditions of the performance agreement have been met, shall sign the certificate of occupancy. The certificate of occupancy shall not be deemed issued until signed by both the Director of Building Inspection and the City Planner. Occupancy of a project without a certificate of occupancy is in direct violation of this chapter, and the owner shall be subject to penalties under MMC 15.630. If it is determined that the terms of the performance agreement have not been met at any time after the execution of a performance agreement, any party aggrieved by an alleged failure of the project owner or their successors, grantees, heirs and assigns to comply with the performance agreement may request a hearing before the City Plan Commission. The City Planner will provide the project owner with a date for said hearing before the City Plan Commission. The Commission will determine whether the development complies with the performance agreement and may:

1. Amend the approved site plan;
2. Amend the agreement to carry out the purposes of the approved site plan; or

3. Seek enforcement remedies under MMC 15.630.

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

(l) Irrevocable Letter of Credit. When site and off-site improvements required by City ordinance, State regulations or conditions of site plan approval have not been completed due to adverse weather or other unforeseen circumstances, the City, at their discretion, may require that the project owner issue to the City of Manitowoc an irrevocable and unconditional letter of credit or comparable security instrument in an amount approved by the Community Development Department, but not greater than 125 percent of the estimated cost of such required remaining site and off-site improvements before an occupancy permit is issued.

Said letter of credit shall be from a recognized, financially stable lending institution satisfactory to the City, and shall be written in form and content satisfactory to the City. The letter of credit, among other things, shall name the City as beneficiary; be irrevocable and unconditional; be conditioned for payment to the City solely upon presentation of the letter of credit and a sight draft, which shall direct the issuing lending institution to pay the City without any explanation, affidavit or documentation; and authorize the City to draw on the letter of credit, in whole or in part, from time to time, at the City's election.

(m) Certificate of Occupancy. No certificate of occupancy shall be granted by the Community Development Department and Director of Building Inspection until all requirements in this subsection (2) have been completed to the sole satisfaction of the City. The Director of Building Inspection and City Planner, in their discretion, may authorize the temporary occupancy of a project for a maximum period of 12 months, effective from the date temporary occupancy is authorized. The owner shall be given permission to occupy a project that is the subject of a performance agreement under subsection (2)(i) of this section upon satisfaction of the following conditions:

1. Receipt by the Community Development Department of a letter of credit under subsection (2)(l) of this section; and
2. Receipt of any required payments, deeds, easements or other legal agreements required as a condition of site plan approval.

A final certificate of occupancy, indicating the completion of all required landscaping and site improvements, as well as the completion of all building and site plan requirements, shall be issued to the owner upon satisfaction of the following conditions:

1. Completion of all landscaping and site improvements required and specified in an approved site plan; and
2. Receipt of written confirmation from the appropriate site plan review agencies that the required site plan improvements have been satisfactorily completed.

Upon the completion of all required landscaping and site improvements required and specified on the approved site plan, the City shall release its interest under the original and/or new letter of credit.

- 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."
- Petitions for public works improvements, easements and street dedications shall be required, as applicable, at the time the site plan is submitted to the Department.
- Prior to issuance of an occupancy permit, the project owner or agent may be required to 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 Department.
- A copy of the approved site plan, signed and dated by the Department, must be available at the construction site until an occupancy permit has been granted by the City. Failure to have the plan on-site is subject to penalties under Section 15.630 of the Code.

B. STORM WATER AND EROSION CONTROL:

- Approval of site plans require compliance with these chapters Chapters 28 (Storm Water Management) and 29 (Erosion Control). Subdividers and engineers are encouraged to review these ordinances at http://www.manitowoc.org/gov_municipal_code.html.
- The City Engineering department is the agency responsible for the administration of Chapters 28 and 29. Subdividers and engineers requiring information on application forms, fees, maintenance agreements and LC requirements, are expressly directed to contact the City Engineer or Storm Water Aide for further clarification of the requirements of these ordinances.
- While a building permit may be issued by the Director of Building Inspection prior to commencing site improvements, construction at a project site cannot begin until storm water management and erosion control permit fees have been paid to the Engineering Department.

C. SUBMITTAL REQUIREMENTS:

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

- **\$350.00 nonrefundable review fee** payable to the "City of Manitowoc" at time of site plan submittal.

Most site plans are reviewed by City and Utility staff only, unless the project location is in the Downtown Review area, Manitowoc Industrial Parks or other special design review area.

- **4 copies** of site plans (three copies of site plans for residential development of four or fewer units) at a scale no smaller than 50 feet to the inch (except, for sites exceeding 10 acres, a smaller scale acceptable to the Community Development Department) shall be submitted to the Community Development Department, for City department and utility review and approval, prior to requesting a building permit. Site plans shall be prepared by a registered surveyor, civil engineer, architect or by a practicing land planner. All site plan information shall be provided on a single sheet, wherever practicable.
- All site plans shall also be provided to the City in an Adobe PDF format. The City may also require the site plan in the Microstation DGN format or a standard DXF file format, wherever practicable.

D. INFORMATION REQUIREMENTS:

- Name, address, telephone, and e-mail address of building owner or agent, and the individual or entity responsible for preparation of the site plan.
- 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 rights-of-way, all in accordance with records of the Register of Deeds, as nearly as practicable.
- Location, dimension, setbacks, maximum height, gross building area (in square feet) and street addresses for all existing and proposed buildings and structures on the lot.
- 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.
- 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.
- 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 15.430(4) of the Code.
- 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 trees, shrubs, hedges, and other major physical and environmental features.

- Grades of all existing and proposed roads, drives, and sidewalks after construction is completed.
- 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.
- 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.
Please visit the Fire Department's site plan review website at <https://www.manitowoc.org/DocumentCenter/View/29004/MFRD-Site-Plan-Addendum?bidId=>
- Location on the site of all existing and proposed landscape treatments, including tree types and planting specifications, as well as tree groupings and existing trees to be retained. See Chapter 15.690 Landscaping and Off-street Parking Requirements in the Code.
- Parking features, including the number of current and proposed employees utilizing the parking area, the number and dimensions of off-site and on-site parking spaces, the location of handicap parking spaces including access aisles, plus calculations of how the planned parking complies with Section 15.430(4) of the Code.
- For shared parking arrangements, provide copies of all cross easements, leases and similar documents evidencing the parking relationship.
- 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 Department.
- Proposed final grading at contour intervals not to exceed one (1) foot showing proposed surface drainage.
- Seal and signature of party preparing the site plan.

E. REVIEW OF SITE PLANS BY CITY PLAN COMMISSION:

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

1. Review of all public buildings;
2. 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; and

3. Resolve a disagreement between the property or project owner, 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:
Community Development - Department
900 Quay Street
Manitowoc, WI 54220-4543
(920) 686-6930 (Telephone)
e-mail: Paul Braun pbraun@manitowoc.org