



# 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)*

<b>For Office Use Only</b>	
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**  
**July 2021**



AREAS OF REVIEW	CONTACT PERSON	DEPARTMENT
General Site Plan Review Process, Zoning, Conditional Use Permits, Certified Surveys, Street Dedications	Paul Braun City Planner <a href="mailto:pbraun@manitowoc.org">pbraun@manitowoc.org</a> 920-686-6930	Community Development
Economic Development	Adam Tegen Dir. Community Development <a href="mailto:ategen@manitowoc.org">ategen@manitowoc.org</a> 920-686-6930	Community Development
Building Codes, Inspections, Sign Codes, Flood Plain	Paul Martell Building Inspector <a href="mailto:pmartell@manitowoc.org">pmartell@manitowoc.org</a> 920-686-6940	Building Inspection
Electrical Codes, Inspections	Bill Nichols Lead Inspector <a href="mailto:bnichols@manitowoc.org">bnichols@manitowoc.org</a> 920-686-6940	Building Inspection
Electrical Service Fiber Optic Data Service	Steve Bacalzo Distribution Operations Manager Manitowoc Public Utilities <a href="mailto:sbacalzo@mpu.org">sbacalzo@mpu.org</a> 920-686-4310	Manitowoc Public Utilities
Plumbing Codes, Inspections	Bill Jindra Plumbing Inspector <a href="mailto:bjindra@manitowoc.org">bjindra@manitowoc.org</a> 920-686-6940	Building Inspection
Water Connections / Service	Rob Michaelson Water Systems Manager Manitowoc Public Utilities <a href="mailto:rmichaelson@mpu.org">rmichaelson@mpu.org</a> 920-686-4354	Manitowoc Public Utilities
Street Openings, Sanitary Sewers, Storm Sewers, Work in Right-of-Way	Greg Minikel Engineering Division Manager <a href="mailto:gminikel@manitowoc.org">gminikel@manitowoc.org</a> 920-686-6910	Public Infrastructure
Storm water, Erosion Control, Storm water Maintenance Agreements	Matt Smits Storm Water Technician <a href="mailto:m-smits@manitowoc.org">m-smits@manitowoc.org</a> 920-686-6910	Public Infrastructure
Fire Protection and Fire Safety	Todd Blaser Fire Chief <a href="mailto:t-blaser@manitowoc.org">t-blaser@manitowoc.org</a> 920-686-6542	Fire Department
Police Protection and Community Safety	Nick Reimer Police Chief <a href="mailto:nreimer@manitowoc.org">nreimer@manitowoc.org</a> 920-686-6500	Police Department
Phone Service	Kari Jensen TCS Engineer <a href="mailto:kj2897@att.com">kj2897@att.com</a> 920-433-4112	AT&T
Gas Service	Marty Schaub Gas Engineer <a href="mailto:Martin.schaub@wisconsinpublicservice.com">Martin.schaub@wisconsinpublicservice.com</a> 920-657-1815	Wisconsin Public Service
Legal, Contracts, Agreements	Kathleen McDaniel City Attorney <a href="mailto:kmcdaniel@manitowoc.org">kmcdaniel@manitowoc.org</a> 920-686-6990	City Attorney
Cable TV	Jon Burgett <a href="mailto:Jon_Burgett@cable.comcast.com">Jon_Burgett@cable.comcast.com</a>	Comcast / XFINITY

# CITY OF MANITOWOC

## SITE PLAN APPROVAL REQUIREMENTS (Rev. 1/1/2021)

### **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 15.37(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.
- Pursuant to Section 15.37(2)(h)(l), performance agreements (“PA”) are required to be executed between the City and project owner for the following types of project site plans approved after January 1, 2002:
  - New construction projects under Section 15.37(2)1.;

- Building additions under Section 15.37(2)1. that add thirty (30) per cent or more gross building area to existing buildings;
- New off-street parking lots under Section 15.37(2)3;
- Traditional Neighborhood Development (TND) projects under Section 15.73; and
- Planned Unit Development (PUD) projects under Section 15.75.

Project owners are required to execute a PA with the Department. The PA incorporates all compliance conditions and requirements as identified on an approved site plan to secure the implementation and completion of the site plan as approved. **In addition to other site plan review fees, project owners are responsible for payment of actual fees related to the recording of the PA.**

S Concurrent with the execution of a PA, a Letter of Credit (“LC”) will be provided to the City to assure a timely completion of all landscaping and site improvements required by the City, including requirements pursuant to Chapters 28 (Storm Water Management) and 29 (Erosion Control). The LC shall be in an amount equal to two (2) per cent of the estimated total cost of constructing the project, including buildings, landscaping and on and off-site improvements, and excluding land acquisition and the purchase of machinery and equipment. Upon the City’s receipt of a request from the owner for occupancy of a project, or for a certificate of occupancy under Section 15.37(2)(l), the City Planner or Deputy City Planner shall determine if all requirements and conditions identified on the approved site plan have been completed to the satisfaction of the City. The project owner shall be required to submit a written cost estimate of any uncompleted improvements, which shall be based on actual estimates from owner’s contractor(s), engineer or architect. In the event the amount of the original LC issued is not adequate to cover the costs of completing all required landscaping and site improvements, at the time occupancy of the project is requested by the owner, the owner shall cause to have delivered to the City a new LC in an amount equal to 125% of the estimated cost of the uncompleted landscaping and site improvements, to guarantee completion of said improvements.

*Note: Project developers may be successful in negotiating with their participating project lender to reduce a portion of the commitment on a construction loan in the amount needed for the LC. This strategy may encourage a lender to not have to commit an additional amount over and above a construction loan commitment, which is typically the reason for a fee being charged for establishment of a LC. By utilizing this methodology, there may be no additional reserve account or capital required.*

- 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 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 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 15.63 of the Code.

## **B. STORM WATER AND EROSION CONTROL:**

S Pursuant to §62.234 Wis. Stats., the City Council on March 3, 2003 adopted ordinances creating Chapters 28 (Storm Water Management) and 29 (Erosion Control). Approval of site plans require compliance with these new chapters. Subdividers and engineers are encouraged to review these ordinances at [http://www.manitowoc.org/gov\\_municipal\\_code.html](http://www.manitowoc.org/gov_municipal_code.html).

S 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.

S 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.
- **14 copies** of the site plan (all information required under D. 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.

- All site plans shall also be provided to the City on compact disk, DVD, jump drive, or other medium specifically approved by the Department in PDF format, and either the City's current Microstation DGN format or a standard DXF file format, wherever practicable.
- **1 copy** of the **Certified Survey Map (CSM)**,if applicable at a scale no smaller than 1":50'.There is a **\$100.00/CSM nonrefundable review fee** payable at time the CSM is signed by the City.

***D. INFORMATION REQUIREMENTS:***

- 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.
- 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 15.43(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.
- 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 15.69 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 15.43(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](mailto:pbraun@manitowoc.org)