



Planning & Zoning
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262) 763-3474 fax
www.burlington-wi.gov

OFFICE USE ONLY
DATE FILED: _____
RECEIVED BY: _____
AMT. PAID: _____

SITE PLAN APPROVAL APPLICATION

APPLICATION FEE: \$500 Deposit +/- Actual Cost

Per Section §315-137, no person shall commence any use or erect any structure, with the exception of single-family and two-family dwellings, without first obtaining the approval of the Plan Commission of a detailed site plan(s) as set forth in this section. The Plan Commission shall review the site, natural resource features of the site, site intensity of use, building location, density of dwelling units, floor area, impervious surface area, existing and proposed structures, architectural plans, neighboring uses, potential impacts upon neighboring uses, utilization of landscaping and open space, off-street parking and loading areas, driveway locations, loading and unloading in the case of commercial and industrial uses, highway access, traffic generation and circulation, drainage, sewerage and water systems, and the proposed operation.

View specific Site Plan requirements online at https://ecode360.com/9753926

Applicant Information

Property Address _____
Applicant Name _____
Applicant Address _____
Applicant Email _____ Phone Number _____

Owner Name _____
Owner Address _____
Owner Email _____ Phone Number _____

Architect/Contractor/Designer Name _____
Architect/Contractor/Designer Email _____ Phone Number _____

Type of Construction: New _____ Addition _____ Remodel _____
Type of Development: Commercial _____ Industrial _____ Residential _____
Type of Business (if applicable) _____

Description of the Project: _____

Detailed Site Plan must include the following information:

Please check each item to ensure you include the required information

- | | |
|---|--|
| <input type="checkbox"/> Project title and date | <input type="checkbox"/> Location and purpose of each building |
| <input type="checkbox"/> Owner's/developer's name/address | <input type="checkbox"/> Development staging that is planned |
| <input type="checkbox"/> Architect's name/ address | <input type="checkbox"/> Existing and proposed topography |
| <input type="checkbox"/> Scale and north arrow | <input type="checkbox"/> Grading plan and soil data may be requested |
| <input type="checkbox"/> Property boundaries and dimensions | <input type="checkbox"/> Building and yard setbacks |
| <input type="checkbox"/> Abutting property zoning | <input type="checkbox"/> Existing and proposed street names (if applicable) |
| <input type="checkbox"/> Off-street parking spaces & handicap parking | <input type="checkbox"/> Driveway locations of adjoining properties |
| <input type="checkbox"/> Density of residential units | <input type="checkbox"/> Existing/proposed right-of-way or reservations |
| <input type="checkbox"/> Landscape plan and greenspace | <input type="checkbox"/> Easements for access (if applicable) |
| <input type="checkbox"/> Signs – type, size and locations | <input type="checkbox"/> Ingress/egress and highway access (with dimensions) |
| <input type="checkbox"/> Building height and dimensions | <input type="checkbox"/> Pedestrian sidewalks and walkways |
| <input type="checkbox"/> Elevations of new structures | <input type="checkbox"/> Environmental corridors/natural resource features |
| <input type="checkbox"/> New building materials | <input type="checkbox"/> Bufferyards |
| <input type="checkbox"/> Outdoor lighting plan and photometrics | <input type="checkbox"/> Existing/proposed sanitary sewer and water mains |
| <input type="checkbox"/> Handicap accessibility | <input type="checkbox"/> Existing/proposed storm sewers |
| <input type="checkbox"/> Fencing, screening and dumpster locations | <input type="checkbox"/> Stormwater management plan |
| <input type="checkbox"/> Fire lanes | <input type="checkbox"/> Erosion control plan |

Please complete the following questions:

Building & Zoning Department

- Current Zoning District: _____
- Permitted Use? YES / NO Conditional Use? YES / NO
- Is a Rezone required? YES / NO If Yes, Proposed Zoning: _____
- Is a Land Division required? YES / NO
- Is property in the Historic District? YES / NO
- Will there be signage? YES / NO What type (mounted, freestanding): _____
- What kind of noise or level of noise will the property have? _____
- Hours of operation _____

Engineering

- Storm water management provisions provided? YES / NO
- Estimated Traffic impacts: _____
- WDNR Notice of Intent required? (Land disturbance more than 1 acre)? YES / NO
- Watermain extension required? YES / NO
- Sanitary sewer extension required? YES / NO
- Is a Chapter 30 Permit (wetland/waterway) required? YES / NO

Water/Sewer Utilities

If an existing structure please circle the following:

- Will existing sewer & water connections be used? YES / NO
- Will your project require the installation of a grease interceptor? YES / NO

If the development is Commercial or Industrial, please provide the following:

- Water service size requirement: _____
- Estimated daily water usage in gallons per day: _____
- Estimated maximum water flow in gallons per minute: _____
- Number of bathrooms: _____
- Brief description of process (if Industrial): _____

If the development is a multi-family dwelling, please provide the following:

- Number of units: _____
- Number of bedrooms in each unit: _____
- Water service size requirement: _____

Police Department

- Will construction affect street usage such as parking or intersections? YES / NO
- Will additional security and surveillance be required? YES / NO
- What are the hours of operation? _____
- Are you selling or serving alcohol and/or tobacco products? _____

Fire Department

- Square footage of building(s): _____
- Number of Floors: _____
- Occupant Load: _____
- Description of business model and/or process: _____

- Occupancy Type(s): *If mixed use indicate all occupancy type areas. Refer to chart below:*

Occupancy Category	NFPA 101/5000 (Occupancy Type)	IBC (Group)	Examples
Assembly	Assembly	A-1	Fixed seating, production/viewing
		A-2	Restaurants, Nightclubs
		A-3	Other assembly (gyms, museums)
		A-4	Arenas, pools
		A-5	Bleachers, grandstands
Business	Business	B	Offices, dentists' offices, city halls
Educational	Educational	E	Schools ≤ grade 12
Industrial	Industrial	F-1	Factories with moderate hazards
		F-2	Factories with low hazard (bricks, glass)
Storage	Storage	S-1	Storage with moderate hazards (furniture)
		S-2	Storage with low hazards (canned goods)
High Hazard	Occupancy Type + hazardous contents requirements	H-1	Detonation hazard (explosives)
		H-2	Accelerated burning hazard (flamm. Gasses)
		H-3	Supported combustion hazard (flamm. Solids)
		H-4	Health hazards
		H-5	Semiconductor fabrications
Medical Care/Institutional	Healthcare (4+ patients)	I-2 (>5 patients)	Inpatient (24 hr) care, nursing homes
Board & Care	Residential Board & Care (4+ persons)	I-1 (>16 persons)	Personal care services and lodging
Day-Care	Day-Care (4+ clients)	I-4 (>5 persons)	Care and supervision (>24 hr)
Detention & Correctional	Detention & Correctional (1+ persons)	I-3 (>5 persons)	Occupants under restraint or security
Mercantile	Mercantile	M	Display, sale of goods (retail)
Residential	Hotel & Dormitories	R-1	Hotels, Motels (transient use)
		R-2	Dormitories
			Apartments
		R-3	Boarding
		R-4 (5-16 persons)	Board & Care, rehab facilities
Special Structures	Occupancy Type + Special Structure provisions	Group U	Towers, tanks

Owner: _____
(Print)

Date: _____

Owner: _____
(Signature)

Applicant: _____
(Print)

Date: _____

Applicant: _____
(Signature)

Zoning Administrator: _____
(Signature)

Date: _____

APPENDIX I

It is recommended applicants review the following sections of the Burlington Municipal Code to assist in the development planning process.

Burlington Business Toolbox

The Burlington Business Toolbox is a comprehensive guide to help business and property owners navigate City policies, procedures and financial incentives to assist with starting and/or expanding a business. The Toolbox provides current and perspective property owners access to local, regional, and state resources to assist with jump-starting a new business, expanding an existing company, and supporting business relocation to ensure a business owner is on the right path to success: <http://www.burlington-wi.gov/DocumentCenter/View/1931>

Site Plan Review, Conditional Use Permits, Zoning Appeals

City of Burlington's Zoning Code (Chapter 315): <https://ecode360.com/9751535>

Fulfill the following requirements, as applicable to the project:

- Article I "Introduction" - <https://ecode360.com/9751536>
- Article II "General Provisions" - <https://ecode360.com/9751572>
- Article III "Zoning Districts" - <https://ecode360.com/9751726>
 - Zoning Map: <https://www.burlington-wi.gov/DocumentCenter/View/1891>
- Article XIII "Site Plans" - <https://ecode360.com/9753926>
- Article IV "Temporary Uses" - <https://ecode360.com/9753032>
- Article V "Traffic, Loading, Parking, Access, Fences and Landscaping" - <https://ecode360.com/9753130>
- Article VI "Modifications" - <https://ecode360.com/9753245>
- Article VII "Signs" - <https://ecode360.com/9753296>
- Article VIII "Nonconforming Uses, Structures and Lots" - <https://ecode360.com/9753476>
- Article IX "Performance Standards" - <https://ecode360.com/9753533>
- Article XII "Changes and Amendments" - <https://ecode360.com/9753711>
- Article XIII "Administration" - <https://ecode360.com/9753743>
- Article XIV "Definitions" - <https://ecode360.com/9753997>
- "Fire Prevention, Protection and Control" - <https://ecode360.com/9748797>
- "Subdivision of Land" - <https://ecode360.com/9750654>